DOCUMENT RESUME

ED 212 264 IR 009 970

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TITLE Library Research Strategies.

INSTITUTION California Univ., Riverside. Library.

PUB DATE 80
NOTE 96p.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS College Libraries; Higher Education; *Humanities; *Information Seeking; Library Instruction; Research Libraries; *Search Strategies; *Social Sciences; *Student Research
IDENTIFIERS University of California Riverside

ABSTRACT

Intended primarily for students in the humanities and social sciences at the University of California, Riverside, this text offers an integrated approach to library research strategies and basic bibliographic resources which is also applicable in other research libraries. The text is designed to provide the basis for a formal course in library research strategies and bibliography. Chapters are devoted to: (1) Research Strategies and Introductory Sources, (2) The Card Catalog as a Basic Research Tool, (3) Evaluation and Book Reviews, (4) Indexes, (5) Bibliographies, (6) Criticism, (7) Government Publications, and (8) Maps and Microforms. A glossary of library terms is appended. (RAA)

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LIBRARY RESEARCH STRATEGIES

By

Harold V. Hosel and Joan D. Kunselman

University of California Library

Riverside, California

1978

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PREFACE

This text is intended primarily for students in the humanities and social sciences at the University of California, Riverside. It offers an integrated approach to library research strategies and basic bibliographic resources, applicable not only in the UCR General Library, but in other research libraries as well. The text is designed to provide the basis for a formal course in library research strategies and bibliography. Production of this text was funded through a Major Faculty Instructional Improvement Grant provided by UCR.

We are indebted to other librarians at the University of California for providing us with their ideas, experiences, texts, and workbooks. In particular, we would like to thank Pat Gebhard of UC Santa Barbara and Carol Rominger of UC Davis for permitting us to adapt much of their work for this text, and Mimi Dudley of UCLA for her helpful counsel and advice.

We would also like to acknowledge the contributions of our colleagues at UCR, particularly the members of the General Library Reference Services staff, including Sharon Cline, Marie Genung, Ruth Halman, Venita Jorgensen, Kathleen Kluegel, Deborah Lipton, and Jim Rothenberger. Special thanks go to Kathleen Kluegel who is responsible for Chapter II, and Ruth Halman, Head of Reference Services, who served as the general editor and without whose support and many useful questions, comments, and suggestions preparation of this text would not have been possible. Special thanks are due Jana Thomas who typed the drafts of this text and Dalene Voss who prepared the final copy, both of whom managed to cope with an extremely flexible schedule.

H.V.H. and J.D.K.
1978

CHAPTER I. RESEARCH STRATEGY AND INTRODUCTORY SOURCES

A. LIBRARY RESEARCH

Research can take many forms. It can include a community survey, scientific experiments in a laboratory, interviewing persons involved in a historic event, gathering and analyzing statistics, working on an archaeological dig, or studying and comparing versions of the Bible. For any kind of careful and thorough research, locating and studying material preserved in libraries is essential. Library research is also one of the processes involved in completing a term paper or thesis. The process of library research consists of several steps:

1. Selecting and defining your topic
2. Developing a research strategy
3. Bibliography, that is, documenting material found
4. Reading and gathering information
5. Preparing an outline
6. Writing the paper

The first step, selecting and defining your topic, should be worked out with the course instructor or research advisor taking into account the suggestions made below. The second step concerns research strategy and is the emphasis of this text. Step three, bibliography, is discussed briefly at the end of this section. The latter three steps, reading, outlining, and writing, constitute the work done to acquire and analyze the information to organize and write a term paper. The library has several style manuals and student handbooks available in the Reference Department which are designed to assist you in completing these later steps.

There are no hard and fast rules for library research, but there are basic procedures that have proven successful for a wide range of subjects. Following these suggested steps, one will be able to do basic library research on any subject.

1. SELECTION AND DEFINITION OF TOPIC

Time and amount of material

There are several points which need to be considered before the actual search for material is begun. What is the nature of the assignment? Research for a ten-minute speech or a three-page paper will differ from research for a twenty-page paper or an hour-long presentation in a seminar. Knowing the magnitude of the assignment will make it possible for the researcher to determine how much time to devote to the research and how much material to gather. For a brief persuasive speech one periodical article may be enough, but a wide variety of source materials will be needed for a lengthy paper.

Content

Answering a series of questions will help to define the content of the paper. What is the purpose of the paper? Is the topic historical or current? Into what field of knowledge does the subject fall? Is the subject of the paper scholarly in nature, or is it on a lighter, more popular topic?

Extent of the topic

How broad or how narrow is the subject? How is it to be limited? Is it to be the history of war (a huge and unmanageable subject), or the American Revolution (also fairly broad), or the Battle of Bunker Hill (a more manageable topic)? A topic may be so general that there is more material than you can cope with, or it may be so specialized that it is difficult to find enough material.

2. RESEARCH STRATEGY

Before you begin to research your topic there is one important step which must not be overlooked--the development of a plan of action, a research strategy. A strategy gives direction and impetus to your research, and commits you to a logical, well-organized progression from one step to another. A well-constructed research strategy is insurance against missing important, perhaps vital, materials on your topic. A mad dash through a library's card catalog, stacks, indexes, etc., does not qualify as a research strategy and simply wastes time, leaves important stones unturned and leads to frustration. Therefore, plan ahead!

A research strategy consists of a series of steps. The direction of the search is, to a large extent, determined by the success of each step. After each step a decision must be made as to what the next step will be. How to make these decisions can be learned by making use of the experience of others and by practice. In some cases the steps may be taken in a different order or some steps may be omitted. However, in most cases, if the standard steps are followed, the research for a paper will progress well.

a. The Topic

The first step in research strategy is to gain enough basic information about the subject so that specific points to be investigated can be determined and so that there is an understanding of what the subject means. Reading an account in a general encyclopedia, a specialized encyclopedia, or a general text on the subject is usually the best way to get this information and to help place the subject in its proper context. It may also be necessary to look up key words in a dictionary, or to find information about individual people in a biographical dictionary. In some cases, what you have learned in class will give you the information you need to proceed.

With the necessary general information the direction of the search can be determined. It may involve using the card catalog to find book materials, indexes to find periodical articles, or other tools to find special material such as government publications.

b. Book Materials

The next step will be to find more comprehensive information. Usually this will mean locating books on the research topic or on important aspects of the topic, since books often provide thorough, detailed treatments of the subject. If you have identified useful titles in your preliminary reading, or if your instructor has recommended specific books, you will probably want to locate these first. Books are found by using the card catalog. The next chapter will discuss the card catalog as a research tool and techniques for using it effectively.

c. Periodical Literature

Often it will be necessary to update and expand the information you find in books with more recent material, or with more specialized, specific treatments of important aspects of a topic. Periodical articles meet both of these needs. For many subjects, particularly in the social and natural sciences, the most useful and up-to-date information is published in the periodical literature. Periodical articles on topics in the humanities, however, are often valuable regardless of when they were published. Determining the best periodical index or abstract for finding relevant periodical articles is an essential part of a search strategy.

d. Bibliographies

Remember that you are probably not the first researcher to gather material on your topic. Using a bibliography (a systematically arranged

list of books and other materials) compiled by another researcher can be very helpful. A guide to the literature or a student handbook (types of bibliographies) can assist at the very beginning of the research by indicating the best sources for the subject.

e. Special Sources

Specialized sources should also be considered in locating information on the topic. Some of these sources are government publications, technical reports, curriculum materials, recordings, and archival materials. In any library it is a good idea to ask a reference librarian what the library has to offer in the way of special materials.

To make sure that you have not overlooked important sources of information, consult with your instructor, or a reference librarian, before concluding your search.

At every step of the search, the sources and material should be evaluated for quality and for relevance to the topic.

In addition, you should realize that different topics may require different approaches or strategies. For example, research on early American religious movements necessitates a historical approach using available guides and bibliographies. Researching current California-based religious sects, however, requires an altogether different approach. Another example shows how the same topic requires a different strategy when it is researched at different times. If you happened to research the Watergate scandal just following its occurrence, you naturally would have turned to newspapers, news magazines, and similar sources for your information. However, were you to undertake that research today, you would want to start with books which would provide you with an overview and specific references to articles and other books. The nature of your topic, therefore, determines to a large degree your strategy.

3. BIBLIOGRAPHY

Documentation is the record kept of books, periodical articles and other materials which are used as sources for a research paper. This record becomes the bibliography for your paper. The information recorded should be presented consistently for each item, i.e., the component parts (author, title, date, etc.) should be in the same order and have the same punctuation.

Bibliographic Form

Standards have been developed for the form of these records (or citations). While there is more than one accepted way of organizing a citation, there is a preferred or required form for most disciplines. It is wise to determine the instructor's preference in advance. Style manuals for various forms of citation can be found in the General Library Reference Department.

Arrangement of Bibliographies

Bibliographies may be arranged alphabetically by author, by date, by type of material, or by topic.

Recording Information

Complete information should be recorded at every stage of a search. The method of recording this information can vary considerably. Many researchers use 3" x 5" or 4" x 6" cards because they are easy to handle and arrange. Some of the style manuals and student handbooks have chapters on note-taking and record-keeping. Record the full bibliographic data and call number. Make a notation of where the original reference was found (e.g., which periodical index was used): this information

will be very helpful if it is necessary to retrace your steps. Include a few words to indicate the content of the material or your evaluation. Be sure to note page numbers for quotations and information you may want to refer to later. Number bibliography cards so that all the identifying information on each card need not be repeated. Some researchers record information about only one subject on each card so that cards can be easily arranged to suit an outline.

4. READING AND GATHERING INFORMATION

Selection, analysis, and careful note-taking are involved in this step.

5. PREPARING AN OUTLINE

An outline organizes the material in a logical order. It may be prepared before the search has begun or it may be developed as the search proceeds.

6. WRITING THE PAPER

Style manuals and student handbooks will help with this and some of the other steps in research preparation. Most instructors require that papers be typed.

B. GENERAL REFERENCE MATERIALS

The purpose of this text is to teach the strategies of searching for various types of information in a research library. In order to do effective library research it is necessary to have an understanding of some basic reference materials. There are two kinds of reference materials. Some meet informational needs directly. These include encyclopedias, almanacs, dictionaries, handbooks, statistical compilations, and

atlases. Other reference materials, such as periodical indexes, abstracts, catalogs, guides, and bibliographies, indicate where information can be found in other sources. Reference materials are kept in the library for use by many people and do not normally circulate. Reference materials are often called "tools" by librarians. The three bibliographies discussed below list and describe reference materials in all fields of knowledge.

Sheehy, Eugene, P., ed. Guide to Reference Books. 9th ed. Chicago: American Library Association, 1976.

This guide is an evaluative list of reference books both in English and in foreign languages. It lists reference works under these major headings: General Reference Works, The Humanities, Social Sciences, History and Area Studies, and Pure and Applied Science. The sections are subdivided by specific types of works, by subjects, and by geographic areas.

Walford, A. J., ed. Guide to Reference Material. 3rd ed. 3 vols. London: Library Association, 1973- .

vol. 1: Science and Technology, 1973.
vol. 2: Social and Historical Sciences, Philosophy and Religion, 1975.
vol. 3: General, Language, Literature, the Arts. (In process.)

This three-volume guide is also international in scope, but has a strong British emphasis.

Enoch Pratt Free Library. Reference Books: A Brief Guide. 7th ed. Baltimore: Enoch Pratt Free Library, 1970.

This is a smaller work, particularly useful for a beginning survey of reference materials.

There are also specialized guides, similar to Sheehy and Walford, which are tailored to specific subject areas; some of these guides also recommend important readings in the field.

In the General Library, most of the reference books are shelved in the Reference Collection located in areas adjacent to the Reference Desk on the first floor.

1. ENCYCLOPEDIAS AND DICTIONARIES

Library research often begins with finding a general or introductory account of the research topic, or an account of a broader subject which includes the topic. Experienced researchers know that it is well worth their time to orient themselves before beginning work on a topic which is new to them. Encyclopedias are often the best source for this preliminary reading. A good encyclopedia article will provide you with an introduction to the field of your topic, will familiarize you with important concepts and terms related to the topic, and will give you an idea of the magnitude of the subject. If the article is brief, or if the subject is only mentioned in passing, this may be an indication it will be difficult to find enough research material on the subject.

There are other reference sources which may also be used to clarify your topic. These include specialized encyclopedias, introductory texts, general dictionaries, and specialized dictionaries. What you learn from this preliminary reading will help you determine the direction of your search for further information. You may also discover an aspect of your subject which you find particularly intriguing, and decide to shift the focus of your research.

a. General Encyclopedias

A general encyclopedia, that is, one which covers all fields of knowledge, is often the best place to start research on a project. Encyclopedias have comprehensive indexes which will locate the information on a particular subject which is dispersed throughout the set. The bibliographies attached to encylopedia articles will often serve as a

good starting point for further research. Examples of two standard encyclopedias are

Encyclopedia Americana

Encyclopaedia Britannica

b. Specialized or Subject Encyclopedias

In addition to general encyclopedias there are many encyclopedias which concentrate on specific subject fields. Articles in these are more detailed than those in general encyclopedias. A specialized encyclopedia may be a better place to look than a general encyclopedia for some subjects. These are some examples of specialized encyclopedias:

The Encyclopedia of Philosophy

The Encyclopedia of World Art

The International Encyclopedia of the Social Sciences

McGraw-Hill Encyclopedia of Science and Technology

c. General Dictionaries

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries show how individual words are used in speech and writing, and how the word in one language was absorbed into another. They may also trace how the meaning of the word has changed over a period of time.

Large dictionaries which try to include every word in the language are called "unabridged" dictionaries, while the smaller, "abridged" ones are limited to the more commonly used words. Here are some examples:

Unabridged: Oxford English Dictionary

Random House Dictionary of the English Language

Webster's Third New International Dictionary of the English Language

Abridged: American Heritage Dictionary of the English Language
Funk & Wagnalls Standard College Dictionary
Webster's New Collegiate Dictionary

d. Specialized Dictionaries

In addition to general dictionaries, there are specialized dictionaries which define the vocabularies of specific subject areas. Usually the definitions or explanations in these are more comprehensive and detailed than those in a general dictionary. Some examples are

Dictionary of Business and Economics
Harvard Dictionary of Music
The American Political Dictionary

2. BIOGRAPHICAL SOURCES

In carrying out library research, it will often be necessary to look up information about people. There are several strategies which can be used to find biographical information, and which one you use will depend to a large extent on how much you need to know about the person. If, for example, the person is the subject of your paper, you will probably want to find one or more book-length biographies. In other cases, a brief paragraph in a biographical dictionary may be sufficient.

Biographical dictionaries and similar sources are often called "collective" biographies because they bring together or "collect" biographical material about many people. There are several types of collective biographies. Some are general sources, that is, they cover all kinds of persons from all historical periods. Others are restricted to persons no longer living, or to living persons only. Collective biographies may be international in scope, or they may cover only a specific geographical area or country. Others are devoted to persons in a particular subject field or occupation. Collective biographies also vary in the amount of information they provide. Some give only brief

information, while others have articles as long as several pages. Being aware of these differences will enable the researcher to select the best source to meet a particular research need. In the section below you will find some examples of the various kinds of collective biographies. These and other biographical tools are located in the Reference Department of the General Library.

a. General Biographies

A general biography is not limited to any country, time period, or occupation. Webster's Biographical Dictionary is an example of a work that includes persons from all times and geographic areas. It gives brief identifying information about the person.

Current Biography, which is published eleven times a year, covers living persons who have come to public attention for one reason or another. The articles are fairly long and have short bibliographies appended.

b. National and Regional Biographical Dictionaries

Both retrospective and current biographical works are published. Retrospective national biographical works cover famous people of one country who are no longer living. A few examples include:

Dictionary of American Biography
Dictionary of National Biography (British)
Notable American Women, 1607-1950
Who Was Who in America

Current biographical works for a country or region have information about living persons. Most of these works take the form of a "Who's Who," as seen here:

Who's Who (British)
Who's Who in America
Who's Who in France
Who's Who in the South and Southwest

c. Subject or Occupational Sources

Biographical sources devoted to particular occupations or subjects will often list people not covered in more general sources. These specialized sources may be current or retrospective; they may be international in scope or restricted to persons of one nationality. The following brief list will give you an idea of the variety of subject-related biographical sources available.

American Men and Women of Science
American Political Science Association. Biographical Directory.
Biographical Directory of the American Congress, 1774-1971
British Authors of the Nineteenth Century
Contemporary Authors
Directory of American Scholars
Living Black American Authors
Who's Who in American Art

Another work, Biography Index, does not include biographical information itself, but is an index to biographies published as books, parts of books, and periodical articles. It covers persons from all areas and time periods.

In this chapter we have discussed the steps involved in developing a research strategy and some of the basic reference sources useful in beginning a research project. The following chapters will cover library research resources and the tools for using them.

CHAPTER II. THE CARD CATALOG AS BASIC RESEARCH TOOL

A. THE CARD CATALOG

1. ORGANIZATION

There is much room for the use of imagination in library research. After you learn the necessary technical basics, the more imagination you bring to it the better. The card catalog is no exception to this principle. The card catalog itself is an example of creativity carefully applied to a library's problems. It is a challenge to identify, describe, inventory, and locate a book of several hundred pages on one 3" x 5" card. This challenge has been met by librarians over the years through the use of codes, symbols, words, rules, and imagination. This chapter will teach you the necessary techniques and strategies to get the most out of one of the library's most important research tools.

Any library catalog is the sytematic listing of that library's holdings. Most libraries use the 3" x 5" card as the basis of their catalogs. Each title in the library is represented by a set of these cards. A typical set of cards will contain an author card, a title card, one or more subject cards, and a shelf list card. Each of these catalog cards is also called an entry and each of the places where a catalog card or entry is filed in the catalog is called an entry point. For the researcher, each entry is an access point to the library's collection.

There are three major ways in which library catalogs can be organized: as dictionary catalogs, as divided catalogs, or as classed catalogs. These terms refer to the ways in which the cards or entries are arranged in the catalog. A dictionary catalog is one in which the listings or entries for an item (author, title, and subject) are filed together in one continuous alphabet. In a divided catalog, these three types of entries are separated in one or more ways, and the cards are then arranged alphabetically into two or three different catalogs. For example, the catalog in the UCR General Library has been divided so that

the subject cards or entries are filed separately in the Subject Catalog, while the author cards and the title cards are filed together to form the Author-Title Catalog. Brochures explaining how the cards are filed in these two catalogs are available on the tables in the card catalog area. A classed catalog is a catalog which is not arranged in any alphabetic order, but rather organized and arranged according to a classification scheme which groups subjects together in a logical, systematic way. The way a library's catalog is organized and arranged is important because it has major implications for the ways one can find information in it.

In addition to the card catalogs described above, there are other kinds of catalogs. Some libraries, instead of filing cards into cabinets, print their catalog entries in a book. Others use computers and terminals to provide access to their collections. Whatever the format, all catalogs have been created according to established rules and techniques. Knowing these techniques will be important to you when you use the catalogs in your research.

In addition to knowledge of the systems used to create and arrange the catalog, other factors will determine how the researcher approaches the catalog. If the author or title is known, the approach to the catalog can be quite direct and the techniques required are rather basic. If one is looking for material on a topic, the approach is rather different. Sophisticated techniques are required to translate the topic into the subject headings used in the catalog. This chapter is designed to teach these techniques.

There are three major parts of the card catalogs in the General Library: an Author-Title Catalog, a Subject Catalog, and a Shelf List. In the next section, you will learn how these parts of the catalog function and how they can be used effectively in carrying out a research strategy.

2. FUNCTIONS

As stated earlier, a catalog is a systematic listing of the materials owned by a library. As a result, it can be used to answer many

of the questions a researcher has about the library's holdings. The questions the General Library card catalog can answer include:

1. What books does the library own? Books in the General Library are listed by author, title, and subject. Books in the Physical Sciences Library and the Bio-Agricultural Library are listed by only one access point, in the Author-Title Catalog, typically by author but sometimes by title.

2. What recordings, microform sets, or other media does the Library own? This material is listed in the card catalogs in the same way that books are. Material in the science libraries will be listed by only one access point.

3. What periodicals does the library own? Periodicals in the three libraries are listed in the card catalog. The science libraries' titles are listed only in the Author-Title Catalog.

4. Will the item I've found meet my needs? The information on the catalog card is sufficiently detailed so that the researcher can often learn enough facts about the book to decide if it will be useful or not.

5. Where are individual items shelved in the library? The call number on the card indicates the item's location.

It is equally important to know what the card catalog does not do. Most card catalogs, including the catalogs in the UCR libraries, describe and list only whole books, whole periodicals, whole recordings, and the like. They do not describe and list the smaller parts which make up books, periodicals, newspapers and other publications. Therefore, one should not expect to find in most catalogs individual articles in periodicals or newspapers, individual poems, etc. There are specialized tools to use to find these smaller units. These tools will be discussed in later chapters.

In addition to the types of materials outlined above, the library has some collections of materials which are not fully represented in the card catalogs of the General Library. These collections of materials include:

SCIENCE LIBRARIES MATERIALS: As noted above, there is only one card in the General Library catalogs for each book, periodical, or media item in the science libraries. Science libraries materials are fully represented in the catalogs located in these libraries.

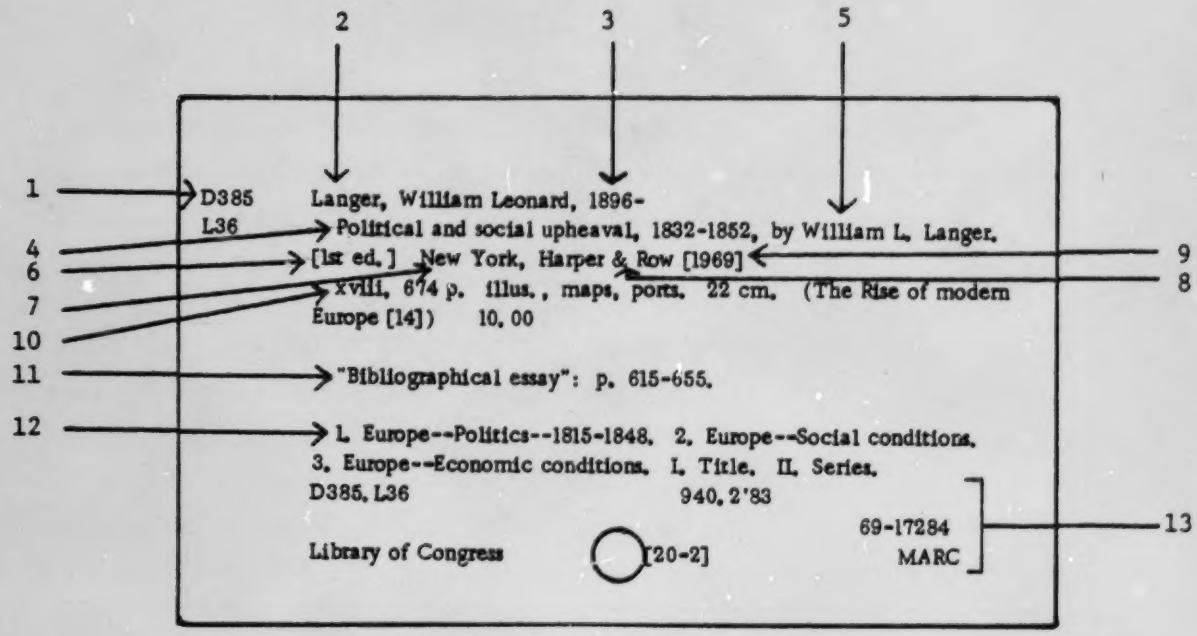
GOVERNMENT PUBLICATIONS DEPARTMENT MATERIALS: Entries are not included in the card catalog for most of the material located in this department. There is a separate catalog in the Government Publications Department.

EDUCATION SERVICES DEPARTMENT MATERIALS: Cards for material in the Juvenile Collection and the Education Services Collection are filed only in the catalogs in the Education Services Department.

MAPS: This collection is represented in a special catalog in the Map Department.

B. THE CATALOG CARD

It is worthwhile to become familiar with the catalog card, because it is the basic unit of information in the catalog. Decoding of the information available on a catalog card is an important technique of library research because this information enables the researcher to determine what books the library has and where they are located. A typical catalog card includes the following elements:



1. Call number
2. Author
3. Author's dates
4. Title
5. Author statement
6. Edition statement
7. Place of publication
8. Publisher
9. Date of publication
10. Physical description, series note
11. Descriptive notes
12. Tracings
13. Cataloging codes

A catalog card can be studied by dividing it into three sections. This discussion will begin with the top part of the card, items 1-9, in the example.

Information in the top section of the card includes the call number, the author, the title, the author statement, the edition statement, and the place, publisher, and date of publication. With the exception of the call number, to be described later, all of these elements are from the book itself. The title page of a book contains most of the information needed to distinguish that book from all others. This information answers the basic questions of who, what, where and when something was written and published, and is of great importance to the researcher looking for one book and not another.

The first line of the card is the AUTHOR'S NAME rearranged to put the last name first so that the card can be filed easily by the last name (as in a telephone directory). The AUTHOR'S DATES are listed, when known, to help distinguish among people who have the same name. The TITLE of the work is the first element of the body of the card and it lists the full title of the work. The AUTHOR STATEMENT repeats the author's name in direct order and also lists any other people who have contributed to the content of the book. The author statement can include joint authors, illustrators, translators, revisors or editors. The EDITION STATEMENT identifies which edition of the work is being described. Frequently, first editions will not have this statement, because no second edition was foreseen at the time it was published. The PLACE OF PUBLICATION, PUBLISHER, and DATE OF PUBLICATION together make up the "imprint" statement and help identify the work further. The date of publication is an important piece of information for the researcher, especially for current topics.

The middle section of the catalog card includes items 10 and 11 from the example above, the physical description and the descriptive notes. The PHYSICAL DESCRIPTION is also called the "collation." The collation tells the researcher the height of the book, the number of pages, how many volumes it has, and if it includes illustrations, maps, charts, diagrams, portraits, plates, etc. In order to communicate all of this information in a small space, the collation uses many abbreviations. Our example shows several: "illus" for illustrations, "ports" for portraits, and "22 cm" for 22 centimeters (the height of the book). As you can see, the physical description of the book can tell the researcher a great deal of useful information about the book. In addition to the collation, this line is also used to indicate if the title belongs to a series of books on related subjects. This "series information" is always presented inside the parentheses. In the example, the title <u>Political and Social Upheaval, 1832-1852</u> belongs to the series "The Rise of Modern Europe" and is the fourteenth title in the series. Directly following the series note in the example is another item of information which is

sometimes found on catalog cards, that is, the price of the book when it was published. In this case, the price was $10.00.

The DESCRIPTIVE NOTES which are below the collation can also be an important source of infomation to the researcher in assessing the usefulness of a book. This paragraph of information is used to communicate important facts about the book which were not brought out in the collation. If the book has a bibliography and index, this will be indicated in the descriptive notes. In addition, frequently the contents of an anthology or a collection will be presented in the form of a note. In our example, the statement "Bibliographic essay : p. 615-655" indicates to the researcher that the author consulted a great many sources in the preparation of the book and that this book can be a valuable source of references.

The bottom section of the card includes items 12 and 13 from the example, the TRACINGS and CATALOGING CODES. Of these two, the tracings section is the most important. In this discussion of tracings, it will be necessary to back up a bit. In the earlier discussion of the catalog card, we stated that cards are produced in sets of author, title, subject, and shelf list cards. It is essential for the library to keep a record of all the cards which make up a set, so that, if necessary, all the cards of one book can be found. The record of other cards of the set is the TRACINGS. In this section of the catalog card, a record or "trace" is kept of the subject and title cards made for the work. The subject cards are listed with arabic numerals. In our example, "Europe--Politics--1815-1848," "Europe--Social conditions," and "Europe--Politics--Economic conditions" are the subject cards made for this book. Cards which have been made for this book for title, or illustrators, co-authors, editors, etc., are noted in the tracings with Roman numerals. In the example, one additional card was made for the title; the tracing does not repeat the whole title, but indicates that the additional card was made for the title. You will also see an unnumbered "(Series)" note in the tracings. This indicates that a card was also made for the series, "The Rise of Modern Europe, 14." The CATALOGING CODES at the

very bottom of the card are useful to librarians, but are of very little use to the researcher. (These codes include suggested Dewey numbers, LC numbers, LC card numbers, and the name of the library creating the record.)

The set of cards created for our original example is reproduced below. At the top of each card, except the author card, you will notice a line of type which corresponds to one of the tracings on the bottom of the card. These headings are typed at the top as a filing heading. On the author card, the author line serves as its own filing heading.

SHELF LIST ENTRY

D385
L36 Langer, William Leonard, 1896-
Political and social upheaval, 1832-1852, by William L. Langer. [1st ed.] New York, Harper & Row [1969]

TITLE ENTRY

Political and social upheaval, 1832-1852

D385
L36 Langer, William Leonard, 1896-
Political and social upheaval, 1832-1852, by William L. Langer. [1st ed.] New York, Harper & Row [1969]

SUBJECT ENTRY

EUROPE--POLITICS--1815-1848

D385
L36 Langer, William Leonard, 1896-
Political and social upheaval, 1832-1852, by William L. Langer. [1st ed.] New York, Harper & Row [1969]

SERIES ENTRY

The Rise of modern Europe, 14

D385
L36 Langer, William Leonard, 1896-
Political and social upheaval, 1832-1852, by William L. Langer. [1st ed.] New York, Harper & Row [1969]

MAIN OR AUTHOR ENTRY

D385
L36 Langer, William Leonard, 1896-
Political and social upheaval, 1832-1852, by William L. Langer. [1st ed.] New York, Harper & Row [1969]
xviii, 674 p. illus., maps, ports. 22 cm. (The Rise of modern Europe [14])

"Bibliographical essay": p. 615-655.

1. Europe--Politics--1815-1848. 2. Europe--Social conditions. 3. Europe--Economic conditions. I. Title. II. Series.

The following section will treat the creation of the card in more detail and will focus on how the choices involved in the creation of the card have important implications for a researcher using the catalog.

The Main Entry

Main entry is a very useful term to describe an important concept in the creation of the catalog card. As was pointed out in the previous section, every item in the library will have several entries (author(s), title, subject, series, etc.) in the catalog. At the time the work is cataloged, one of these entries is chosen as the "main entry" to reflect the most important aspect of the work. Authorship is normally the most important aspect because it represents responsibility for the intellectual or artistic content of the work. It is important for the researcher to understand the different kinds of authorship and how they are described on catalog cards.

In the case of a book written by one author, the main entry will be the author's name. For works which are produced by people as part of or on behalf of an organization, the main entry will be the name of the organization. This is called a corporate author main entry. In the case of works which are written by several people, the title will be used as the main entry because the authorship is too diffuse to name one person as author. Works which are the product of a symposium, congress, or conference will have the name of that symposium, conference, or congress as the main entry. The following illustration shows examples of each of these types of main entries, so that you can see how similar works you wish to find will be treated in the catalog.

AUTHOR
MAIN ENTRY

F232
S7O22
1975

Oates, Stephen B
The fires of jubilee : Nat Turner's fierce rebellion / Stephen B. Oates. -- 1st ed. -- New York : Harper & Row, [1975]
xiii, 187 p. : ill. ; 22 cm.

Includes bibliographical references and index.
ISBN 0-06-013328-0 : $7.95.

CORPORATE AUTHOR
MAIN ENTRY

HC106.5
A56

American Institute for Economic Research.
Twentieth century common sense and the American crisis of the 1960's, by the editorial staff of American Institute for Economic Research under the direction of E. C. Harwood.
Great Barrington, Mass. [1960]
96 p. illus. 23 cm.

"Some of the material ... has been collected and revised from earlier publications of the institute."

SYMPOSIUM
MAIN ENTRY

HC79
P55S95
1975

Symposium on International Economic Dimensions of Environmental Management, New York, 1975.
Studies in international environmental economics / edited by Ingo Walter. -- New York ; Wiley, c1976.
xii, 364 p. : ill. ; 24 cm.

"A Wiley-Interscience publication."
Includes bibliographical references.
ISBN 0-471-91927-6

TITLE
MAIN ENTRY

PG3007
R88

Russian literature in the age of Catherine the Great : a collection of essays / edited by A. G. Cross. -- Oxford : W. A. Meeuws, 1976.

229 p. : ill., facsim., ports. ; 22 cm.

Includes bibliography and index.

The main entry plays an important role in the creation of the card set. Once a main entry for a work is determined, it forms the first line on the card, as shown in the examples on the preceding page. This main entry card with the full description, notes, tracings, and call number, is then copied to produce the card set (see the card set illustrated on page 23). Thus, full information is presented at every entry point in the catalog, and the researcher will be able to find a complete record of the material regardless of which entry point he uses.

See Reference Cards

In using either the Author-Title Catalog or the Subject Catalog, you will find special cards which give you information on how to use the catalog. One of the most important of these information cards is the see reference card. The "see" reference is a device used to refer (or direct) the reader from a heading which is not used in the catalog to the one that is used. In other words, the message on the card is "What you are looking for is not here--look there." Examples of see reference cards are given in the following section.

C. THE AUTHOR-TITLE CATALOG

As a researcher, you will frequently need to find a book you already know something about. An instructor may have mentioned it in class or you may have found a reference to it in your reading. If you know the author's name or the title of the book, it is most efficient to use the Author-Title Catalog. This catalog contains the entries for authors, titles, editors, series, etc., that is, the entries which are listed in the tracings as Roman numerals. Most of these entries are easy to locate in the catalog, but some names present special problems for both librarians and catalog users. The following sections describe the most frequently encountered difficult entries and how they are treated in the catalog.

1. COMPOUND AND PREFIXED SURNAMES

Many authors have multi-part surnames or last names, such as Jean De La Nuez or Dario Velasques Sanchez. As a researcher, it is important for you to know how these authors' names are entered in the catalog. The basic rule is that an author will be entered under the part(s) of the name which the author considers to be his surname. The parts of a name which the person considers a surname will vary by language and culture. There are too many variations of surnames to present all the rules here, but the examples given below will serve as models for similar names you may need to find in the catalog. The see references which lead to the established form of the name are indicated.

Name as entered	See References
a. Hart-Davis, Rupert	Davis, Rupert Hart- see Hart-Davis, Rupert
b. Lattre, Alain de	De Lattre, Alain see Lattre, Alain de
c. Fernández Cuenca, Carlos	Cuenca, Carlos Fernández see Fernández Cuenca, Carlos Fernández, Carlos see Fernández Cuenca, Carlos

2. PSEUDONYMS

Some authors do not use their own names when writing books and prefer to use pseudonyms (fictitious names) instead. For example, some authors use their own names when writing in one subject area and other names when writing in other areas, while other authors use several names. A researcher looking up such an author in the catalog may not know that the name by which he knows an author is a pseudonym. As a rule, a work is entered in the catalog under the author's real name and a see reference is made from any pseudonym used by the author. The example below is one of the most famous pseudonyms.

Name as entered	See Reference
Clemens, Samuel Langhorne	Twain, Mark, pseud. see Clemens, Samuel Langhorne

3. CORPORATE AUTHORS

In the discussion of main entries earlier in this chapter, we identified corporate authorship as one kind of entry. Most corporate authors are entered in the catalog just as they are named, e.g., the Rand Corporation is listed as "Rand Corporation." Entries for other kinds of corporate authors can be more complicated. Public institutions or agencies, that is, those that are under the control of a government, are entered under the name of the government. The University of Georgia, a state university, is entered "Georgia. University." Many museums, churches, and private educational institutions are entered under the name of the city in which they are located. For example, the University of Southern California, which is a private university, is entered "Los Angeles. University of Southern California."

The rules governing corporate-author entry have changed over the years so you are likely to find different forms of entry for the same kind of corporate author. See references will guide you to the form used for a particular corporate author.

D. THE SUBJECT CATALOG

The Subject Catalog is probably the single most important research tool in the library. Because it is the most useful subject index to the books in the library's collections, it is essential that the researcher know how to use it effectively. This section will show how the Subject Catalog fits into an overall library research strategy.

In the previous section on the Author-Title Catalog, we discussed how to approach the catalog to find a book, recording, or other material when a specific known item is needed. However, many times the researcher will need to find material on a subject. In using the Author-Title Catalog, the researcher needs to be able to translate the information known about a book into an entry for it. Similarly, a topic, event, concept, or name has to be translated into a subject heading before it can be used as an entry in the Subject Catalog. The following sections will explain how to do this.

1. THE LIBRARY OF CONGRESS SUBJECT HEADINGS

The subject headings used in the Subject Catalog must be used consistently to insure that each time a work on a topic is received by the library it will have the same subject heading as the other works on that topic. Researchers, as users of the catalog, as well as librarians, as creators of the catalog, need to know what subject headings are used to describe topics. An essential tool in this effort is the work entitled Library of Congress Subject Headings. LC Subject Headings, as this work is often called, is a standard list of subject headings. It was originally designed as a tool for librarians, but is invaluable for researchers as well.

Understanding the background of the LC Subject Headings list will be helpful to you in understanding how to use it. It was first developed in the last decade of the nineteenth century by the librarians who were cataloging the collection of the Library of Congress. These librarians had to choose subject headings to describe the contents of this enormous library. Many new terms have been added to this original list over the years, but the core subject headings and the patterns established have remained essentially the same.

From the beginning, a permanent problem has confronted librarians. That is how to determine good subject headings for books which are published on a topic before the topic's "name" has been fully established in the language. The librarians who have to describe these books can only make an educated guess as to what the brand new topic of today will be called when it is an established area of research tomorrow. For example, the "car" of today used to be called an "automobile," and was called a "horseless carriage" for years before that.

Once a subject heading has been established in the LC Subject Headings list, thousands of libraries across the country use it to describe their books. It is very difficult and expensive to change all those catalog cards later to reflect a more current terminology. As a result, LC Subject Headings and the resulting subject headings in the Subject Catalog often have an air of being just a bit old-fashioned. For example, the topic of "battered children" has the subject heading "Cruelty to children" in the Subject Catalog. World War I is still called "European War, 1914-1917." On the other hand, there are subject headings being created today that reflect the most current areas of research, e.g., "Sociobiology." This background information should be kept in mind when using LC Subject Headings, because it will help you understand why your topic has the kind of subject headings it has.

LC Subject Headings is designed to answer several kinds of questions that a researcher may have. These questions include: What subject heading is used for my topic? What are some subject headings which are related to my topic and which may deal with my topic more precisely? How are the geographical or chronological aspects of my topic expressed in the subject headings?

LC Subject Headings relies heavily on abbreviation, format, arrangement and codes to make it possible to present all the necessary information in a manageable format. The following sections will deal with these complexities in considerable detail and with the techniques required to get the most out of LC Subject Headings and, therefore, the Subject Catalog. Keep in mind that these techniques need to be applied with creativity and imagination. When one technique doesn't work out as planned, another may be more effective.

The following example will show you the basic format and design of a listing in LC Subject Headings.

Intellect *(Psychology, BF)*
ss Age and intelligence
Creation (Literary, artistic, etc.)
Imagination
Inefficiency, Intellectual
Knowledge, Theory of
Logic
Maze tests
Memory
Mental tests
Perception
Reason
Reasoning (Psychology)
Self-organizing systems
Senses and sensation
Thought and thinking
Wisdom
x Intelligence
Mind
xx Knowledge, Theory of
Psychology
Reasoning (Psychology)
Thought and thinking
— Dietary aspects
See Intellect—Nutritional aspects
— Nutritional aspects *(QP398)*
x Diet and intellect
Intellect—Dietary aspects
Nutrition and intellect
xx Psychology, Physiological

This array of terms and symbols under the term "Intellect" has a systematic arrangement.

The term "Intellect" is in boldface or heavy type. The boldface type indicates that it is an established subject heading. The list of terms beginning with "Age and intelligence" and ending with "Wisdom" is

preceded by "sa" ("see also"). These "sa" terms are all established subject headings that are related to the concept of "Intellect." These terms are typically more specific or narrower than the term under which they are listed.

The "x" terms, "Intelligence" and "Mind," are see references like the see references in the Author-Title Catalog. These terms are synonyms of the term "Intellect" and are not used as subject headings. If you were to look up these terms in the LC Subject Headings list, you would find them in lightface type followed by a see reference to the established heading. In this case, looking under "Mind" in the list, you would find "Mind" see "Intellect."

The terms in this example which are preceded by "xx," "Knowledge, Theory of" through "Thought and thinking," are also related to the concept of Intellect. The "xx" terms tend to be more general than the boldface headings.

"Sa" and "xx" terms are a valuable source of alternative or additional subject headings to use in the Subject Catalog in your research. Some of the related terms may deal with the subject more precisely or more directly than the original subject heading. Others may be useful in broadening a search in the catalog if the original heading is too narrow to produce enough material.

In the following section, we outline a series of steps that will produce a very effective search strategy to find subject headings and, therefore, material on your subject in the Subject Catalog.

Developing a List of Subject Headings

1. Make a list of words and phrases which are associated with the subject. The encylopedias and other reference sources you have consulted are a good source for these words and phrases. For example, if you were researching the topic "Revolution" some terms that might be useful include: "coups d'etat," "rebellions,", "insurrections."

2. Look up each term in LC Subject Headings, e.g., "rebellions."

Rebellions
See Civil war
Insurgency
Revolutions
particular rebellions, e.g. Shays' Rebellion, 1786-1787

3. If the term you try is not a subject heading, note any see references to headings that are used.

4. Turn to the suggested heading and scan the list of "sa" and "xx" terms.

Revolutions ***(Direct) (Psychology of, HM281-3; Theory, JC491)***
sa Civil war
Counterrevolutions
Coups d'etat
De facto doctrine
Europe–History–1848-1849
Government, Resistance to
Imaginary revolutions
Insurgency
Legitimacy of governments
Peasant uprisings
Revolutionary poetry
Revolutionists
State of siege
Terrorism
France–History–Revolution, 1789-1799; United States–History–Revolution, 1775-1783; ***and similar headings***
x Insurrections
Rebellions
xx Government, Resistance to
History
Political science
–Juvenile literature

Do any of these related terms define the topic more specifically? (For example, perhaps "Government, Resistance to" focuses on an important aspect of the topic more directly than the subject heading "Revolutions.") Note these additional headings on your list. Do any of the related terms suggest additional places to look?

5. Continue to follow these leads until you feel that you have found all the useful, significant subject headings for your topic.

6. Using this list of subject headings, go to the Subject Catalog and begin compiling a list of books and materials on your topic.

In using LC Subject Headings, it is important to know that there are many subject headings which are used in the Subject Catalog that are not included in LC Subject Headings. These headings fall into one of the following categories: names of persons, names of cities and other geographical places, buildings and structures. For example, "Benjamin Franklin," "Paris," "Wyoming," and "Hoover Dam" are all subject headings which can be found in the Subject Catalog, but not in LC Subject Headings. The subject headings are omitted from the list to save space.

Subdivided Headings

Each of the subject headings in the LC Subject Headings list can be "subdivided" by headings to focus on special aspects of the topic. These "subdivisions" are added to the main heading with dashes. By using subdivisions, a book can be given a subject heading as specific as necessary to describe the contents. Some of these subdivisions are geographical, e.g., "France." Others bring out the format of the work, e.g., "Maps," "Dictionaries," or "Yearbooks." There are many chronological subdivisions, e.g., "18th Century" or "1945- ." Other subdivisions bring out special aspects of a topic, e.g., "Study and Teaching," "Methodology," or "History." The subdivision "History" is particularly important. If you wish to research the history of "something," books on that topic will have the subject heading "Something--History," subdivided further by chronological subdivisions.

2. TRACINGS

In addition to LC Subject Headings there is another source for discovering subject headings, that is, the subject tracings on the bottom of the catalog card. This use was mentioned in the previous discussion of the catalog card, but will be explained more fully in this section.

Tracings can provide the researcher with useful subject headings he may not find by using only LC Subject Headings. The terms which are listed as "xx" and "sa" terms in LC Subject Headings are those which are conceptually related to the headings under which they appear. However, a book may very well deal with two or more subjects that are related to one another in the author's treatment, but not "related" in a thesaurus. An example would be a book about the relationship between art and drugs. Neither of these terms is listed as related to each other in LC Subject Headings, but both terms will be listed in the subject tracings of the catalog card for that book. Therefore, when you look in the Subject Catalog under the terms you discovered by using LC Subject Headings, be sure to check the subject tracings on the cards of the books you find. If there are any subject headings which seem to be pertinent to your topic, add them to your list. For example, one of the cards from the sample search is reproduced below.

Revolutions

HN15
M65 Moore, Barrington, 1913-
Social origins of dictatorship and democracy ; lord and peasant in the making of the modern world. Boston, Beacon Press [c1966]
559 p.
Includes bibliography.

1. Social history--Modern. 2. Economic history. 3. Revolutions. 4. Social classes. 5. Asia--Politics. I. Title.

mdg

The four new subject headings in the tracings (in addition to the heading "Revolutions") may provide leads into areas which will be productive. They may also provide ideas on how to focus a topic, or on an area to emphasize. For example, you may decide to focus on revolutions in Asia, or on the economic aspects of revolutions. When new subject headings are identified in the tracings, you may wish to go back to LC Subject Headings to explore the related subject headings for these new terms. It is useful to keep a list of all these subject headings and mark those which prove to be particularly productive. Many of these terms will be useful later when using other research tools.

E. THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

In earlier discussions of how to use the catalog, we have focused on the textual parts of the card and on the subject approaches which are expressed in words. This section will focus on the call number of the book and its corresponding catalog card. The call number is a combination of numbers and letters printed in the top left-hand corner of the card. The first section of characters, the classification number, identifies the subject of the work, and the last section of characters, the book number, identifies the individual item (usually signifying author, title, copyright date, and/or volume number). Items are shelved in a library by this call number. Most college and university libraries, including UCR, use the Library of Congress classification system, a combination of letters and numbers to designate the subject content of a work. The Dewey Decimal classification system, not used at UCR, but used in many public libraries, is a numerical system.

The call number serves two purposes: it is a location symbol and a subject symbol. As a location symbol, it uniquely identifies each item in the library and indicates with which other items it will be shelved. As a subject symbol, it identifies the subject matter of a work and groups together works on the same subject. The dual purpose of the call number can be demonstrated through an analysis of its parts.

The indication of subject, the classification number, proceeds from the more general subject to the more specific. For example, the complete call number (classification number and book number) for a book by Lyford Edwards called the Natural History of Revolutions, published in 1970, is:

HM283
E39
1970

It can be analyzed as follows:

H

HM

HM283

E39

1970

The "H" stands for the Social Sciences. The "HM" stands for Sociology, one of the social sciences. The classification numbers HM251-HM299 cover Social Psychology, one of the subfields of Sociology. The numbers HM281-HM283 are used for the social psychology of crowds and mass actions, including revolutions. HM283 is used for the history of such mass actions. This classification number expresses the subject matter of the book very precisely and groups it together with other books on the same subject. The next section of the call number, the book number, serves to uniquely identify the work. The E39 is used to represent the author's last name, in this case, Edwards. The date on the third line, 1970, is used to distinguish this edition of the work from all other possible editions.

The classification number has uses for the researcher in addition to helping you find your material in the library. When you discover that one classification number is being used to identify many works on your topic, you can use this number to go directly to the shelves. Or, you may discover that one classification number is used for works with an emphasis on one aspect of your topic and another number for those with an emphasis on a different aspect of your topic (for example, the sociological or medical aspects of birth control). Another use, which we will explore in more detail in the next section, involves the use of the Shelf List to identify related titles.

At this point, a brief explanation of how call numbers are arranged on the shelf and in the Shelf List may be helpful. Call numbers are arranged alphabetically by the first letter, then by the second letter. For example, PR is placed between PQ and PS. Within each letter grouping, call numbers are subarranged by the following numbers in counting order (PR98, PR99, PR100). When the first lines of more than one call number are identical, the call numbers are subarranged alphabetically by the second line. The numbers in the second line are decimal numbers. Thus, the order is:

PR99	PR99	PR99
L423	L43	L5

F. THE SHELF LIST

As was mentioned in the discussion of the parts of the catalog, the General Library has a tool called a Shelf List which can be useful to the researcher. The Shelf List contains cards for all the cataloged items in the three campus libraries. It is called a "shelf list" because the entries are arranged in the order in which they will be found on the shelf, that is, in call number order. Because the classification number is based on logical, systematic relationships, it brings together subjects (and therefore, works) which are separated by the alphabetical

arrangement in the Subject Catalog and the Author-Title Catalog. For example, "Divorce" and "Marriage" share the classsification number HQ1024. The classification number indicates the close logical relationship of the two subjects which is not reflected in the alphabetical order of the Subject Catalog. Because of this systematic organization, it can be very productive for the researcher to "browse" in the Shelf List using classification numbers discovered by using the Author-Title Catalog or the Subject Catalog. This technique can be more productive than going directly to the shelves to browse, because the Shelf List will have information about the books which may be off the shelves when you search. Using the Shelf List can be particularly helpful when doing research in an area which is multi-disciplinary, for example, physiological psychology, because it provides subject access to the material in the General, Bio-Agricultural, and Physical Sciences libraries in one catalog.

CHAPTER III. EVALUATION AND BOOK REVIEWS

From the beginning of a search for information, the researcher must make evaluative judgments. The major judgment involves deciding whether particular materials are suitable for the subject under investigation. For example, some books are helpful because they provide general background material, while others offer very specialized information. There are several criteria which should be considered when evaluating the quality and usefulness of research material, and keeping these criteria in mind when you identify and examine individual works will help to structure your evaluation. A researcher's skill in making these judgments will improve as he gains experience in using research materials.

A. CRITERIA

1. SCOPE

The first point to consider is what the book or other work covers. Does it provide a broad overview of the subject, or is it a detailed treatment of one aspect of the subject? Is the coverage limited by historical period or geographic location? Is the information provided recent enough to be useful for the research project? A book on submarine warfare published in 1945 would be an appropriate source for a paper on naval operations in World War II, but not for a study of current military capabilities. Reading the introduction and looking over the table of contents will usually give you a good idea of what the work covers.

2. ORIENTATION

For whom is the work intended? Material written for a wide audience will usually be of less value to the researcher than a scholarly work intended for specialists in the field. The latter kind of publication will stress analysis and interpretation of the subject, rather than

simply describing it. The title of the work often (but not always) gives an indication of its orientation. Chances are that a book or periodical article entitled "Holiday Fun Around the World" will not delve very deeply into the economic or symbolic aspects of this subject. When evaluating a book, read the introduction carefully. This is where you will find the author's statement of purpose and a description of how he went about gathering information. These two factors together will give you a good idea of the book's orientation. Articles published in a scholarly periodical such as the Journal of the American Musicological Society may be assumed to be directed to the specialist rather than to the general reader. Footnotes and bibliographies documenting the sources the author used in preparing the work are standard features of works intended to be used by researchers.

3. AUTHORITY

How reliable is the work? Are the facts presented accurately and interpreted objectively? Only an expert in the field covered by the work can answer these questions completely. (Book reviews, discussed later in this chapter, provide assessments by experts.) However, the new researcher can make a preliminary judgment of the work's reliability by assessing the qualifications of the author. Does the author have the necessary academic training or firsthand experience to enable him to write knowledgeably about the subject? Biographical sources discussed in Chapter I may be used to find this kind of information about individual authors. These sources can also help the researcher to determine if the author might have a biased opinion or perspective on the subject, thus lessening the work's objectivity. An obvious example would be an account of a battle written by the officer commanding the defeated army. His account might well be an accurate description of the events which he witnessed, but his interpretation of the facts may reflect a desire to justify his own actions. (While it is important for the researcher to be aware of possible biases on the part of the author, and to judge the

work accordingly, it would be a mistake to assume that a "biased" presentation or opinion is necessarily without value. It may represent a useful perspective on the subject which the researcher should take into account in drawing his own conclusions.)

B. BOOK REVIEWS

The role of a book reviewer is to inform prospective readers of a book's merits and shortcomings. Reviewers are usually experts in the subject areas of the books they review, and they scrutinize each book for accuracy, logic, bias, style, and impact on the world of learning. Although most reviews are not written specifically for students, they can be profitably used in the selection of sources for a paper and, sometimes, for biographical information on individual authors.

Most book reviews are published in periodicals and newspapers and can be found by using special indexes. The indexes most useful for finding reviews of books in the humanities and social sciences are described below. These indexes are shelved in the Reference Department. Which index a researcher uses to locate reviews will depend on the subject matter of the book and when it was published. Since most reviews are published shortly after a book appears on the market, it is very helpful to know the book's publication date before you begin searching for reviews.

1. INDEXES TO BOOK REVIEWS

Book Review Digest.

The Book Review Digest indexes reviews of English-language books and English translations of foreign books. It began publication in 1905 and appears monthly with annual cumulations. Citations to reviews (i.e., the name of the periodical or newspaper, the volume, and/or date, and the pages on which the review appears) are listed under the name of the

author of the book. A title and subject index is located at the back of each volume. A cumulated author-title index to citations indexed between 1905 and 1974 is shelved next to the basic set. Most citations include a very brief excerpt from the cited review, and sometimes a researcher can find out what he needs to know about a book by reading these excerpts. Book Review Digest indexes only a few scholarly periodicals, so it will often be necessary to use one of the other indexes described below to locate reviews of specialized books.

Book Review Index, 1965-date.

This is the most generally useful index for locating reviews of scholarly books. It appears bi-monthly with annual cumulations.

Index to Book Reviews in the Humanities, 1960-date.

Annually indexes reviews in more than two hundred scholarly periodicals. Subject areas emphasized are art, dance, drama, folklore, language, literature, music, and philosophy.

Current Book Review Citations, 1976-date.

This is a multidisciplinary index which appears monthly, with annual cumulations.

New York Times Book Review Index, 1896-1970.

Indexes all reviews which appeared in the book review sections of this important newspaper between 1896 and 1970. For reviews published in the New York Times after 1970, consult the New York Times Index under the heading "Book Reviews."

In addition to the tools described above which cite book reviews across a number of disciplines, many specialized periodical indexes (discussed in the next chapter) also include citations to book reviews. The book reviews may be listed under the subject heading "Book reviews" or may be included as the last sections of each volume.

If reviews of the book you are interested in have not been picked up by any of the types of sources listed above, or are too recent to have been indexed, it may be necessary to search through the specialized journals which would likely have published reviews on the book. For example, you might check the book review sections (or the annual indexes) of the American Historical Review for a review of a history book, or Notes for a review of a book on music.

CHAPTER IV. INDEXES

An earlier chapter discussed how the card catalog is used to locate books. This chapter will describe other kinds of research materials and how various kinds of indexes are used to find them.

A. PERIODICALS

Where current information is of prime importance to a topic, periodicals and newspapers may be the best place to find information. Particularly in the social and natural sciences, the latest work is reported first in periodicals which, for any topic, can supplement book materials with more recent information or a more recent interpretation. In addition, periodical articles are frequently more specific and treat topics in more detail.

A serial is any publication issued in separate parts, usually at regular intervals. Periodicals, newspapers, annual reports, and proceedings are all serials. Magazines, which provide general reading, and journals, which are scholarly publications in specialized fields, are both periodicals. In this chapter, the term periodical will be used to describe both magazines and journals.

1. PERIODICAL INDEXES AND ABSTRACTS

How a researcher goes about finding periodical articles is an essential part of any research strategy. Searching page-by-page through stacks of periodicals is both inefficient and extremely laborious. Some periodicals have their own indexes (usually published annually), and if a researcher wishes to narrow his search to one or two periodicals, using these indexes might be the best approach. However, for most research projects, the best results will be obtained by using a periodical index or abstract which indexes articles from many periodicals. Periodical

indexes and abstracts allow the researcher to identify relevant articles in many periodicals by searching through one index, thus saving valuable time and insuring that useful material is not overlooked. The following sections will describe how to choose the most appropriate periodical indexes and abstracts, and how to use them effectively to identify pertinent articles.

Choosing a Useful Periodical Index or Abstract

As we have seen before, the subject of the term paper or other project determines which tools should be used to find research material. Most students are familiar with the Reader's Guide to Periodical Literature, which indexes popular, non-scholarly periodicals. Two other frequently used indexes are the Social Sciences Index and the Humanities Index. These periodical indexes cover the social sciences and the humanities, respectively, indexing the major English language scholarly periodicals in these fields. Useful as these indexes are, it is important for the researcher to know that there exists a wide variety of specialized indexes and abstracts and to know when to use them--the UCR General Library alone has well over one hundred different titles.

The best way to identify appropriate specialized periodical indexes and abstracts is to consult a general guide to reference tools such as Sheehy's Guide to Reference books (discussed in Chapter I), or a student handbook or other guide to reference tools in a particular field, such as Guide to Library Research in Public Administration. Other helpful sources include:

Kujoth, Jean Spealman. Subject Guide to Periodical Indexes and Review Indexes. Metuchen, N.J.: Scarecrow, 1969.

Gray, Richard A., and Villamow, Dorothy. Serial Bibliographies in the Humanities and Social Sciences. Ann Arbor, Mich.: Pierian, 1969.

Ulrich's International Periodicals Directory, which lists by subject currently published periodicals in all fields of knowledge, indicates which periodical indexes and abstracts index individual periodicals.

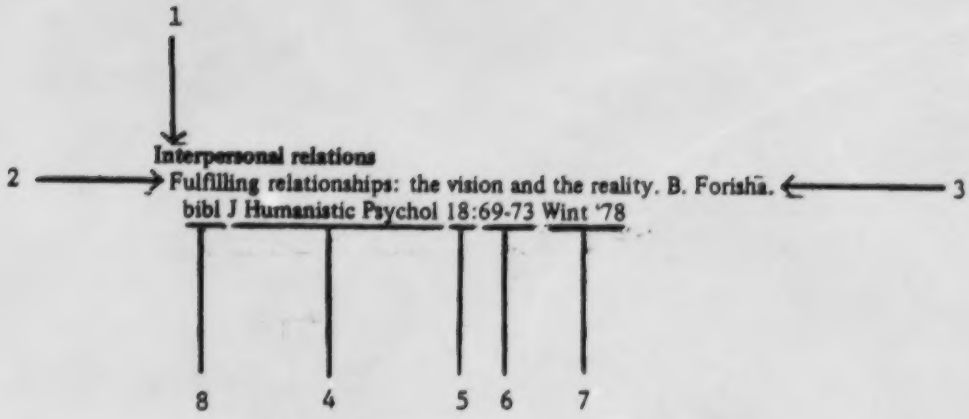
Using Periodical Indexes and Abstracts

Once the researcher has identified an appropriate periodical index or abstract, the next step is to determine how to use it effectively. It is important to read the introductory material. This will usually include a clear description of what subjects are covered and how the index or abstract is arranged, explanations of abbreviations and codes, and a list of the periodicals indexed. If other kinds of material are included (such as books, pamphlets, dissertations, or government publications), this will be indicated. Glancing through the body of the index or abstract will give you an idea of how up-to-date the indexing is; this can vary considerably. If your subject requires that you find very recent articles, speed of indexing will be an important consideration in your selection of an index or abstract.

The major challenge in using periodical indexes and abstracts is determining which subject terms or headings will lead you to articles on your topic. Usually this is not difficult, but if you have trouble, remember that persistence and imagination are indispensable qualities in a good researcher! The list of subject headings you developed in using the Subject Catalog will be very useful here. A few indexes and abstracts (e.g., Current Index to Journals in Education and Psychological Abstracts) have thesauri which can be used in the same way that the Library of Congress Subject Headings is used in conjunction with the Subject Catalog.

a. Periodical Indexes

Although there are various types of periodical indexes, a number of them have a similar format and use the same method of citation. Typically the subject headings under which the citations are listed are arranged in one alphabetical sequence (just like the Subject Catalog). In the example below, taken from the Social Sciences Index, the various parts of the citation are indicated.

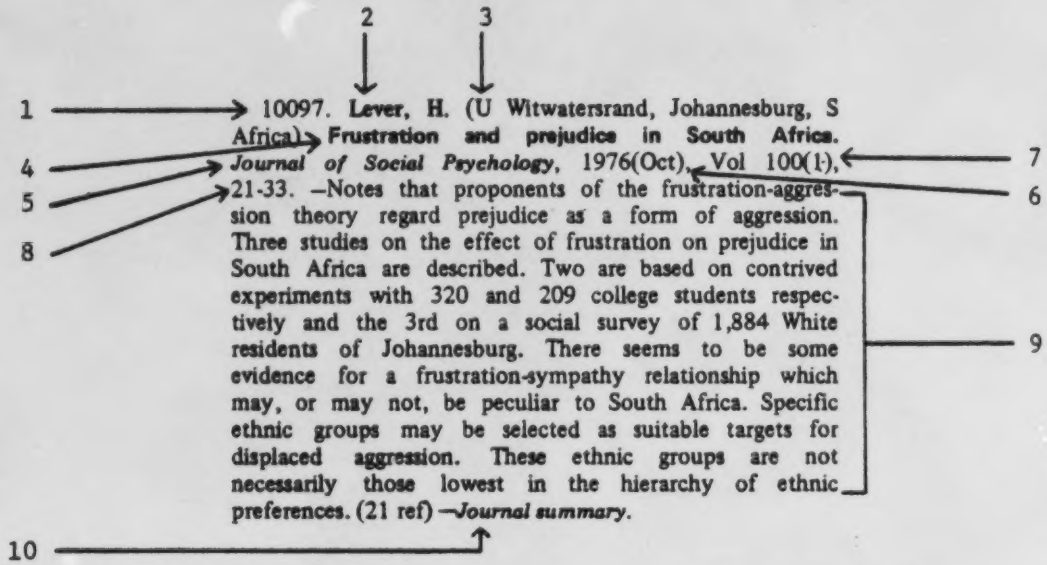


1. Subject heading
2. Title of the article
3. Author of the article
4. Name of the periodical containing the article
5. Volume number of the periodical
6. Pages on which the article occurs
7. Date of the periodical containing the article
8. Indicates that a bibliography is attached to the article

When you have identified a pertinent article, copy down the complete bibliographic information (author, title, name of the periodical, volume number, and date). You will need this information to locate the article in the library and to prepare the bibliography for your paper.

b. Abstracts

Periodical indexes and abstracts both provide citations to periodical articles. The primary difference between these two kinds of tools is that the citation in an abstract includes a brief summary (or "abstract") of the contents of the article. This additional feature is very helpful because it often enables the researcher to make an immediate evaluation of the usefulness of the article. Another major difference is that the citations in an abstract are usually grouped in broad subject categories, rather than under alphabetically arranged narrow subject headings. Each citation is given a sequential entry number (see the example below). If your topic is quite broad, or if you want to get an overview of the work being done in a major subdivision of a discipline, use the table of contents to locate the appropriate section. For most searches, however, a more effective approach is to turn immediately to the subject index, located at the back of the volume. The terms in this index will be quite precise and will refer you, by means of the entry numbers, to citations relevant to your topic. The following example of an abstract citation is from Psychological Abstracts.


2
3
1
10097. Lever, H. (U Witwatersrand, Johannesburg, S Africa) Frustration and prejudice in South Africa.
4
Journal of Social Psychology, 1976(Oct), Vol 100(1),
7
5
21-33. —Notes that proponents of the frustration-aggression theory regard prejudice as a form of aggression. Three studies on the effect of frustration on prejudice in South Africa are described. Two are based on contrived experiments with 320 and 209 college students respectively and the 3rd on a social survey of 1,884 White residents of Johannesburg. There seems to be some evidence for a frustration-sympathy relationship which may, or may not, be peculiar to South Africa. Specific ethnic groups may be selected as suitable targets for displaced aggression. These ethnic groups are not necessarily those lowest in the hierarchy of ethnic preferences. (21 ref) —Journal summary.
6
8
9
10

1. Abstract entry number
2. Author of the article
3. Affiliation of author
4. Title of the article
5. Name of the periodical containing the article
6. Date of the periodical containing the article
7. Volume and issue number of the periodical
8. Pages on which the article occurs
9. Text of the abstract
10. Abstractor or source of abstract

In our discussion of periodical indexes and abstracts we have focused on using these tools to find articles on a particular topic. They can also be used to identify articles by individual authors. Most periodical indexes have author entries interfiled with the subject headings. Abstracts provide access to these by means of an author index located at the back of the volume.

c. Citation Indexes

A special kind of index to periodical articles which can be very useful to researchers is the citation index.

It is a proven concept that authors' references or citations to previously published material indicate subject relationships between their current articles and others' earlier publications. If, for example, in 1967 Jane Smith wrote an article or book on the role of women in American labor unions, articles published later which use her work as a source will also contain information on that subject. These later articles may update her research, challenge her conclusions, or present

different interpretations of the subject. A citation index makes it possible for the researcher to identify these later articles easily.

There are three citation indexes: Science Citation Index, Social Science Citation Index, and Arts and Humanities Citation Index. Each of these indexes has several parts, the most important of which are the citation index and the source index. By looking up the original publication in the citation index under the author's name, e.g., Jane Smith, 1967, you will find brief information about articles which cite that publication. The source index gives a fuller description of the citing article.

2. COMPUTER LITERATURE SEARCHING

Modern information retrieval technology has made it possible to program many indexes, abstracts, and the citation indexes so that they can be searched by computer to locate articles by subject or author. These automated indexes are called bibliographic databases, and like their corresponding printed versions, provide access to articles published in almost every area of science and technology, the social sciences, and the humanities. Brochures describing the UCR Computer Literature Search Service, and the databases, are available at the Reference Desk. Librarians search these databases by using computer terminals and telecommunication systems to interact with computers at various locations around the country.

Using this method of searching for periodical articles can greatly facilitate the process of gathering research material. The most obvious advantage of computerized literature searching is speed. The computer can identify all the relevant citations in a database in a fraction of the time it would take a researcher to do a manual search in a printed index. This is particularly true if the research topic is complex. The results of the search, that is, the relevant citations, are recorded on a computer printout. The researcher is thus relieved of the labor of searching for citations and copying bibliographic information.

Locating periodical articles by computer is not always a necessary part of a good research strategy, but the researcher should consider taking advantage of this special service which is available in most academic and research libraries. To find out if a computerized literature search would facilitate your research, or to arrange to have a search done, consult a reference librarian.

3. FINDING PERIODICALS

Once the researcher has identified relevant periodical articles the next step is to find the volumes of the periodicals in which these articles are published.

a. The UCR Serials List

Most periodicals are entered in the Author-Title Catalog. However, like most other libraries, UCR has a special tool to aid researchers in determining what periodicals the library owns and where they are located. The UCR Serials List is an alphabetical listing of the periodicals and other serials owned by the three campus libraries. It indicates which volumes and years of the periodical the library owns, the call number of the periodical, and in which library it is located. Periodicals are entered in the list by main entry, which is usually the title of the periodical (e.g., Newsweek). In some cases, however, the main entry is the corporate author, that is, the body or organization which publishes the periodical. The Journal of the American Medical Association, for example, is entered American Medical Association//Journal.

A copy of the UCR Serials List is available on the long counter near the Reference Desk. For a full description of how to use this important tool, consult the slide-tape presentation mounted on the viewer next to the list. Other copies of the list are available in the Serials Department, at other locations in the General Library, and in the science libraries.

Periodicals are received in the Serials Department, which is located on the lower level of the library. Once all the issues of a volume have been received, they are bound together with hard covers (like a book) and shelved in the stacks. The staff in the Serials Department will help you locate unbound issues and can answer any other questions you might have about the status of individual issues.

b. Interlibrary Loan

Because even the largest research libraries do not own all the books and periodicals that have been published, it is important for the researcher to know what he can do to obtain material not held by his library. The most obvious solution is to travel to a library which does own the needed book or periodical, but this is not always convenient or possible. In order to overcome this problem, libraries loan material to other libraries for the use of individual researchers. The UCR libraries are part of a vast interlibrary-loan network which extends all over the United States and includes libraries in many foreign countries. The staff in the Interlibrary Loan Department will explain how this service operates.

B. NEWSPAPER INDEXES

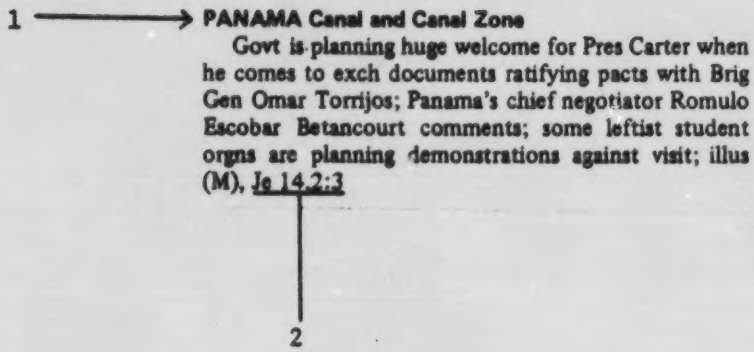
For some research projects it will be essential to find up-to-date information on current events, or contemporary accounts and interpretations of events in the past. Newspapers are excellent sources for both of these kinds of information.

The UCR General Library, like other research libraries, subscribes to many domestic and foreign newspapers and owns microfilmed backfiles of important newspapers. Newspapers are listed by title in the UCR Serials List and by country of origin in a special tool called Newspapers in the UCR Library. Both current issues and backfiles are located in the Serials Department. Microfilm copies of newspapers not owned by the library may be obtained through interlibrary loan.

Locating information in newspapers is sometimes a problem for researchers because the contents of most newspapers are not indexed. A few very important newspapers have their own indexes. These newspapers include the London Times, the New York Times, the Christian Science Monitor, and the Wall Street Journal. The Newspaper Index indexes five major American newspapers, including the Los Angeles Times, which do not have separate indexes. Newspapers which are not indexed at all may be searched page-by-page if the date or approximate date of the event is known.

Before deciding which newspaper index to use the researcher must judge which newspaper would have reported a particular event in sufficient detail. The New York Times carries extensive coverage of both national and international news, but for detailed reporting on a plane crash in Lake Michigan, the Chicago Tribune, indexed in the Newspaper Index, would probably be a better source.

Newspaper indexes are organized much like periodical indexes. Citations are listed under alphabetically arranged subject headings, with cross references to related topics. The citations indicate the date of the newspaper and the page and column where the information will be found. Multiple entries under a subject heading are listed in chronological order. The example below is taken from the New York Times Index. The year does not appear in the citation because it is understood to be the same year as the index.

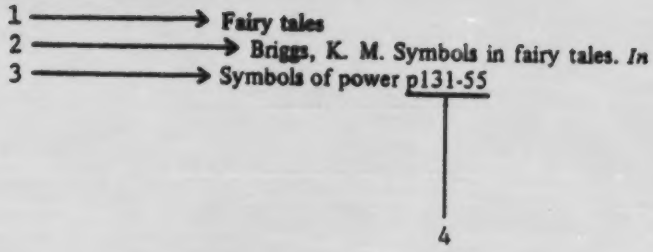

1
PANAMA Canal and Canal Zone
Govt is planning huge welcome for Pres Carter when he comes to exch documents ratifying pacts with Brig Gen Omar Torrijos; Panama's chief negotiator Romulo Escobar Betancourt comments; some leftist student orgns are planning demonstrations against visit; illus (M), Je 14,2:3
2

1. Subject heading 2. Date, column, and page

C. INDEXES TO MATERIALS IN COLLECTIONS

1. ESSAY AND GENERAL LITERATURE INDEX

Every year hundreds of essays and other short pieces of writing of great potential value to the researcher are published in books. The Essay and General Literature Index enables the researcher to locate these individual essays easily. Essays are listed both under the author's name and under one or more appropriate subject headings. Each citation indicates the author and title of the essay, the title of the collection in which it is published, and the pages on which it appears. Turn to the "List of Books Indexed" in the back of the volume for complete bibliographic information about the book.



1. Subject heading
2. Author and title of the essay
3. Title of the book
4. Pages on which the essay appears

2. POETRY, SHORT STORY, AND PLAY INDEXES

The preceding sections of this chapter have described how material about a research topic can be located by using various kinds of indexes. When the researcher needs to find the complete text of a poem, short story, or play, another kind of index, an index to anthologies, is used. Three standard indexes of this kind are Granger's Index to Poetry (indexes by author, title, first line, and subject), the Short Story Index (indexes by author, title, and subject), and Ottemiller's Index to Plays in Collections.

CHAPTER V. BIBLIOGRAPHIES

Any list of books or other materials is called a bibliography. The primary emphasis of this chapter is subject bibliographies, that is, bibliographies which list sources of information on specific subjects.

A. SUBJECT BIBLIOGRAPHIES

Subject bibliographies are invaluable to the researcher because they enable him to benefit from the knowledge and experience of other researchers or experts who have identified relevant sources on a subject and recorded information about those sources in an organized, systematic fashion. Subject bibliographies may include many different kinds of material, such as books, periodical articles, records, tapes, and documents, or they may be restricted to one type of material. Bibliographies also vary in length. A list of sources used for a student paper will be fairly brief, while a comprehensive bibliography on a broad topic may fill several volumes. A bibliography may be published as part of a book or periodical article, or as a separate work. Using appropriate subject bibliographies can save the researcher much time and insure that important sources or kinds of sources are not overlooked.

1. EVALUATING SUBJECT BIBLIOGRAPHIES

Subject bibliographies, like any other tool, must be evaluated for their usefulness in a research project. Important points to consider are types of material included, completeness, span of time covered, arrangement, and how much information is given about each item. The introduction to a separately published bibliography will supply this information. To evaluate a bibliography appended to a book or periodical article, scan the entries.

a. Types of Material

Subject bibliographies typically list books and periodical articles, but often other kinds of materials are covered as well. The usefulness of a bibliography on diplomatic relations between the United States and China, for example, will be greatly enhanced if it includes citations to official government documents.

b. Completeness

Some bibliographies attempt to include all publications on a subject. These are called comprehensive bibliographies, and are useful when the researcher wants to identify all possible sources of information. Other bibliographies are selective, listing only those sources which the compiler feels are the most valuable. Generally speaking, this kind of bibliography will be more helpful, particularly in the beginning stages of a research project.

c. Date Compiled

All bibliographies reflect the results of a search done at a particular point in time, and will not, of course, include material published later. Depending on the subject, the publication date of the bibliography can be a limiting factor.

d. Arrangement

The arrangement that a compiler chooses for a bibliography can vary widely and is a major consideration in determining its usefulness. In some bibliographies the entries are arranged alphabetically by author in one sequence. A brief bibliography of this kind is not difficult to use, but searching through a list two hundred pages long can be tedious. A subject index helps, but turning back and forth from the index to the body of the bibliography is awkward. A particularly helpful arrangement is by topic and subtopic. For example, a bibliography on transportation in the United States which lists railroads as a separate subject will be easier to use than one which lumps all forms of transportation together. Further subdivision by geographical area and time period (railroads in Colorado, 1860-1890) make it possible for the researcher to pinpoint entries on a specific subject.

e. Description of Entries

All bibliographies give basic identifying information (author, title, date, etc.) about each entry. Some bibliographies also include brief descriptions or annotations of the individual works. These annotations may summarize the contents of the publication or provide an evaluation of its quality and significance. Annotated bibliographies are particularly valuable to the researcher because they make it possible for him to easily select the most useful sources.

2. FORMS OF SUBJECT BIBLIOGRAPHIES

A bibliography may be published as part of a book, as part of a periodical or encyclopedia article, or as a separate work.

Book-length bibliographies have been published on virtually every subject. The three examples listed below give an indication of the variety available:

Hiler, Hilaire. Bibliography of Costume. New York: B. Blom, 1967.

Rickles, William H. Marijuana: a Selective Bibliography, 1924-1970. Los Angeles: UCLA Brain Information Service, 1970.

Gallup, Donald Clifford. T. S. Eliot, a Bibliography. New York: Harcourt, Brace & World, 1964.

Periodical indexes and abstracts, discussed in Chapter IV, are frequently used by researchers. A similar type of subject bibliography is the annual bibliography which lists the writings on a subject that appear in a given year. In some fields, the most comprehensive indexing of periodical articles is done in an annual bibliography; the MLA International Bibliography of Books and Articles on Modern Languages and Literatures is a good example. Another type of subject bibliography is the annual guide, which is composed of long bibliographic essays that compare and evaluate what the editors determine to be the most important publications on a subject published in a particular year. One of these annual guides is The Year's Work in English Studies.

The entries under each subject heading in a card catalog comprise a subject bibliography of that library's cataloged materials. The Subject Catalog in the General Library thus is the most frequently used subject bibliography in this library. Many important libraries make book copies of their catalogs and sell them to other libraries and research centers. The Subject Catalog of the Library of Congress (which is published quarterly) lists books published all over the world on every conceivable subject. The published catalogs of libraries which have specialized subject collections are very useful to researchers because of their comprehensiveness. One example of the many published catalogs owned by the UCR libraries is the catalog of the Library of the Peabody Museum of Archeology and Ethnology at Harvard University.

3. IDENTIFYING SUBJECT BIBLIOGRAPHIES

One of the most important steps in a good research strategy is to identify useful subject bibliographies. Student handbooks and general and specialized guides to reference materials are excellent sources. The Bibliographic Index, which is published twice a year and is cumulated annually, is an up-to-date listing of separately published bibliographies and of bibliographies published in books, periodical articles and pamphlets. Bibliographies can also be identified by looking in the Subject Catalog under the subject subdivided by "--Bibliography," for example, "Music--Bibliography" or "U.S.--History--Bibliography."

B. INDIVIDUAL AUTHOR BIBLIOGRAPHIES

Often a researcher will want to identify all the works of a particular author. This may be because the author is a recognized authority in a particular field, or because the author is the subject of the paper. Separately published author bibliographies can be located by

looking in the Subject Catalog under the author's name and the subdivision "--Bibliography." Both bibliographies of the author's works and bibliographies of material about the author will be entered under this heading.

C. UNION CATALOGS

A union catalog is a catalog which lists together (or "unites") the holdings of more than one library. The Author-Title Catalog in the General Library is a union catalog because it lists main entries for material in all three UCR libraries. Or, we might say that it is a main-entry bibliography in card form of the holdings of these libraries.

A few very important union catalogs are published in book form and widely distributed. The most important of these is the National Union Catalog, Pre-1956 Imprints, which is a main-entry listing of books, pamphlets, maps, atlases, music, and periodicals and other serials printed before 1956 and cataloged by the Library of Congress and more than two thousand other cooperating American and Canadian libraries. Codes at the end of the entry indicate libraries which have reported that they own the item. Researchers and interlibrary-loan librarians use this source to locate materials in other libraries. The Library of Congress is also responsible for coordinating the production of a variety of other union catalogs which either update this basic set or cover other kinds of material.

Another example of a published union catalog is the University of California's Union Catalog of Monographs Cataloged by the Nine Campuses from 1963 through 1976. This supplements the book catalogs of the UCLA and UC Berkeley libraries which were published in 1963.

D. TRADE BIBLIOGRAPHIES

Trade bibliographies are compilations which list books as they are published in a country or in a particular language. These bibliographies are produced primarily for commercial purposes, such as to help bookstores and individuals identify and buy books, but they are also used by researchers to verify bibliographic information and to find out about new books by an author or on a subject. The two examples of trade bibliographies described below relate to American publishing and publications in the English language, but the researcher should be aware that similar sources are available for other countries and other languages.

Books in Print is an annual listing of the books available for purchase from American publishers. It is published in three sections: Authors, Titles, and Subject Guide to Books in Print. Prices are given for each title, and a directory of publishers and their addresses is located at the end of the Titles volume.

The Cumulative Book Index is a bibliography of new books published in the English language during a particular period. Books are listed by author, title, and subject in one alphabet, with full bibliographic information and prices. A directory of publishers, including those located in foreign countries, is appended. The Cumulative Book Index is published eleven times a year and is cumulated annually.

CHAPTER VI. CRITICISM

Previous chapters have described how a researcher can identify and locate materials by using the card catalog, various kinds of indexes, and bibliographies. This chapter focuses on a particular kind of material often needed by students and other researchers to complete class assignments and prepare papers. This special kind of material is criticism, that is, books, essays, and articles which present evaluations of the literary or artistic merits of a work. The tools and techniques used to find critical works are the same as those used to find other kinds of research material.

A. LITERATURE

Book-length critical works are found by looking in the Subject Catalog under the names of individual authors or under a broader subject heading such as "American Literature--History and criticism." In addition, contemporary critical assessments of novels can be located by using the book review sources described in Chapter III.

Short stories and poems are rarely reviewed because they usually appear in collections and reviewers tend to discuss the collections as a whole. Criticism of individual short works will not usually be found in the Subject Catalog. However, a book of criticism on an author's work in general will often discuss his most important individual works, and bibliographies and indexes like the MLA Bibliography can be used to find interpretations and criticism of short stories and poems.

Special bibliographies of critical essays published as parts of books and in periodicals can be very helpful to the researcher. For example:

Gerstenberger, Donna L. The American Novel; a Checklist of Twentieth Century Criticism. 2 vols. Denver: Swallow, 1961-1970.

Cline, Gloria S. and Baker, Jeffrey A. An Index to Criticism of British and American Poetry. Metuchen: Scarecrow, 1962.

B. PERFORMANCES

Reviews of an art form that involves performance, such as the cinema, drama, music, or dance, will be of two kinds: 1) criticism or discussion of the literature or creative conception, and 2) criticism or discussion of the execution of the conception, that is, the actual performance. Both kinds of reviews can be located in the tools that are discussed below.

1. FILM REVIEWS

Most film reviews are written for very much the same reasons as book reviews: to help the audience identify works to see, and to raise questions and present ideas about these works. For many films, newspaper and magazine reviews will be the only critical sources available.

In recent years, there has been a growing scholarly interest in films, and many serious critical books have been written about films, directors, and actors. These can be found in the Subject Catalog under the subject heading "Moving Pictures" or under the director's or actor's name. Essay and General Literature Index can also be used to locate criticism about individual films which is published in books.

Sources for film reviews include:

The New York Times Film Reviews, 1913-1970. Probably the most convenient source to use since the reviews, with photos, are reprinted. Reviews are, of course, all from the New York Times. After 1970, the New York Times Index can be used to locate reviews. Look under the heading "Motion picture reviews."

Reader's Guide to Periodical Literature. Lists all reviews published in the periodicals it indexes. Reviews are listed alphabetically by the title of the film under the heading "Moving picture plays--Criticism, plots, etc." or, since 1977, "Motion picture reviews."

2. PLAYS

Methods for locating reviews of plays are similar to those used for finding film reviews, particularly in the New York Times Index and Reader's Guide to Periodical Literature. The Subject Catalog lists books of criticism and analysis under the headings "Theatre--Reviews" and "Drama--History and criticism." A few good sources for reviews are listed below.

The New York Times Theatre Reviews. 1920-1970. Reprints reviews published in the newspaper along with photos. Includes all forms of theatre from drama to musical reviews. Indexed by title and personal names of performers, directors, producers, playwrights, scenic designers, etc. For plays produced before 1920 or after 1970 consult the New York Times Index.

Reader's Guide to Periodical Literature. Lists play reviews under the playwright's name.

New York Theatre Critics' Reviews. 1940-date. Each week this magazine reprints reviews from major New York newspapers, magazines, and television stations.

Coleman, Arthur. Drama Criticism. 2 vols. Denver: A. Swallow, 1966-1971. A bibliography of interpretations written since 1940 of English and American plays.

3. MUSIC

Reviews of music generally include opinions about new compositions, opinions about older compositions that might be new to the audience, and evaluations of particular performances whether live or on phonorecords. In Reader's Guide to Periodical Literature, New York Times Index, and Music Index, you can locate citations to each of these kinds of reviews by looking under the composer's name, the name of the performer, or under the kind of music. Additional indexes can be located in the Subject Catalog under "Phonorecords--Reviews--Indexes."

4. DANCE

Reviews of both the choreography, that is, the art of creating and arranging ballets or dances, and the performance of the dance are indexed in Reader's Guide to Periodical Literature, New York Times Index, and Music Index. These tools list entries by title of the ballet or dance, and by performers or performing company.

CHAPTER VII. GOVERNMENT PUBLICATIONS

While the term "government publication" may bring to mind visions of annual reports and office memoranda, in reality documents from government agencies cover a very broad range of format and subject matter. Any publication produced at a government's expense is considered to be a government publication. This definition includes microforms, tape recordings, computer tapes and other media as well as traditional paper publications. Because governmental bodies at all levels are involved in the social, political, and economic affairs of the people they represent, they produce important information derived from all fields of learning. Works on such diverse topics as aging, solar energy, preservation of historical sites, health care, and mass transit are published by government agencies. For the researcher in political science and economics, government publications are particularly useful for primary material and statistical reports; however, a researcher in any field should keep in mind the wide variety of subject matter to be found in government documents. This chapter will show you how to find out which government publications are relevant to your research topic.

In the General Library, government publications are handled by the Government Publications Department. This department, located on the fourth floor, orders, processes, catalogs, and provides reference service for the federal, state, local, foreign, and international documents in the library. The General Library is an official depository for the publications of the State of California and the United States government. Most of the collections are housed in an open stack area.

One of the most useful tools in the Government Publications Department is the card catalog. Most listings in this catalog are for governmental agencies as corporate authors. The name of an agency in this catalog usually has two or more parts. The first part is almost always the name of a country, state, city, international organization, or other "government" name. For example:

CALIFORNIA
UNITED NATIONS
U.S. (for United States)

The second part is usually the name of the specific agency which issued the publication. For example:

CALIFORNIA. TRANSPORTATION DEPT.

UNITED NATIONS. SECURITY COUNCIL.

U.S. NATIONAL PARK SERVICE

Additional parts of the name are sometimes necessary to identify subunits of governments. For example:

CALIFORNIA. LEGISLATURE. ASSEMBLY. TRANSPORTATION COMMITTEE.

U.S. CONGRESS. SENATE. FOREIGN RELATIONS COMMITTEE.

Most agencies are listed using an "inverted" form of their official names. For example:

U.S. CENSUS BUREAU.

(Not U.S. BUREAU OF THE CENSUS.)

U.S. STATE DEPT.

(Not U.S. DEPARTMENT OF STATE.)

The catalog also contains cards for some, but not all, publications by title. For example, titles beginning with words like annual, report, proceedings, hearings, etc., are not listed.

The catalog does not have subject cards. When a specific agency or the title of a particular publication is not known, the printed catalogs and indexes discussed below may be a more useful beginning point than the card catalog.

A. INDEXES TO DOCUMENTS

1. UNITED STATES DOCUMENTS

The United States government publishes over a million documents a year. The publications of the Census Bureau, Environmental Protection Agency, U.S. Congress, Office of Education, and the Bureau of Labor

Statistics are some of the most frequently used in the United States collection. There are various indexes which aid the researcher in identifying relevant federal publications. The four most important are described below.

U.S. Superintendent of Documents. Monthly Catalog of United States Government Publications. 1895-date.

This index provides the most complete access to publications produced by all branches of the federal government. Until recently, citations in the Monthly Catalog were arranged according to the agency issuing the document, but they are now arranged by document classification numbers. The older Monthly Catalogs have a combined author and subject index in the back. In 1974, the combined index was separated into subject, title, and author (agency) indexes. An annual index is issued at the end of each year and bound with the monthly issues. The subject index now uses Library of Congress subject headings, just like the Subject Catalog of the General Library.

Usually the first step involved in using the Monthly Catalog is to turn to the index section and locate the appropriate subject, author, or title entry. Having found a useful item, note the number to the right. It is an entry number, not a page number. Each citation in the Monthly Catalog is given an entry number. Use the entry number to find the full bibliographic information on the document in the body of the Catalog. Since the Government Publications card catalog is arranged by agency, it is important to determine what branch of the government produced the desired document. The issuing agency will normally be in bold-faced type in the center of the page above the entry. (Look back several pages if necessary to find the centered heading.) The following examples from the Monthly Catalog illustrate this process.

SUBJECT INDEX

1 → **Medical care, Cost of – United States.**
Evaluation of the efficiency and effectiveness of the section 1122 review process., 77-7852

First concurrent resolution on the budget, fiscal year 1978 : hearings before the Committee on the Budget, United States Senate, Ninety-fifth Congress, first session ...., 77-8248

The problem of rising health care costs : staff report., 77-8061 ← 2

CITATION SECTION

3 → **COUNCIL ON WAGE AND PRICE STABILITY**
Executive Office of the President
Washington, DC 20506

2 → **77-8061**

PrEx 22.2:H 34

United States. Council on Wage and Price Stability.
The problem of rising health care costs : staff report. – Washington : Executive Office of the President, Council on Wage and Price Stability : [for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1976.
v, 30 p. : ill. ; 28 cm.
Cover title.
Issued April 1976.
•Item 857-C-1
S/N 052-003-00164-1
pbk. : $0.85
1. Medical care, Cost of – United States I. Title.

OCLC 2704132

CATALOG CARD

GOVT. PUB

3 →
PrEx 22 U. S. Council on Wage and Price Stability.
.2 The problem of rising health care costs. 1976.
:H34 30 p.

1. Subject heading 2. Document entry number 3. Issuing agency

Buchanan, William and Edna M. Kanely. Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1900-1971.

This commercially published companion to the Monthly Catalog is an alphabetical subject index that relieves the researcher of the need to search year-by-year in the annual Monthly Catalog indexes. No authors or titles are given. The year that the document appeared in the Monthly Catalog is given in parentheses. The year is followed by the documents entry number for that issue of the Monthly Catalog.

Congressional Information Service. CIS Index. 1970-date.

This is an extremely valuable research tool for determining the content of Congressional reports, documents, committee prints, and hearings. The index is divided into two sections: 1) the first section allows access by subject, author, bill number, document title, document number, and name of committee and subcommittee chairman; and 2) the second section contains detailed abstracts of the publications arranged by House and Senate committee names.

U.S. National Technical Information Service. Government Reports Announcements and Index.

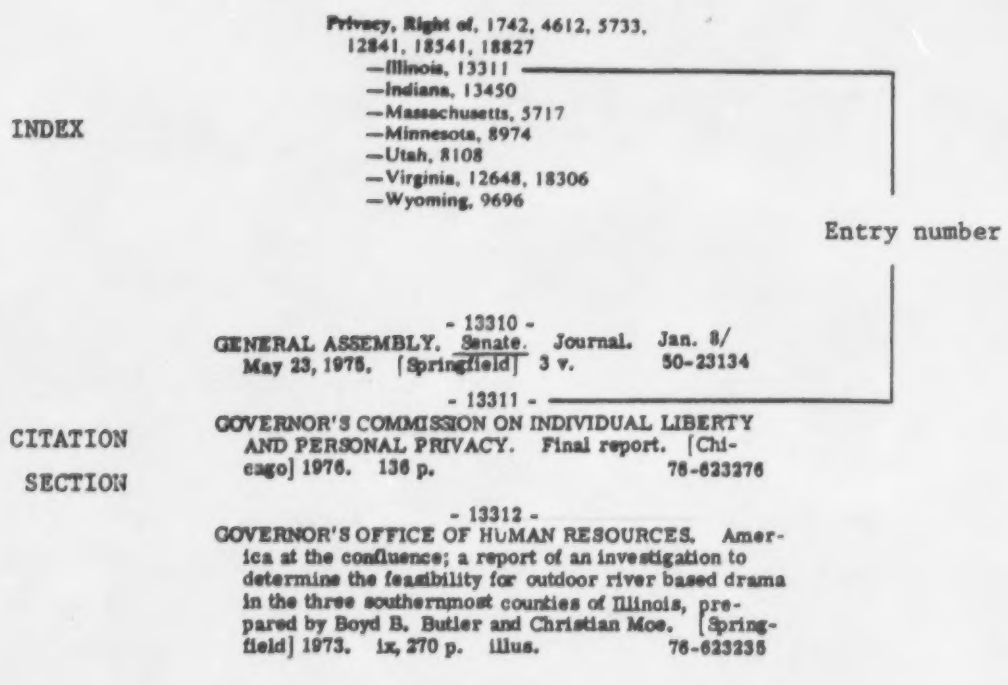
In addition to the material described above which is produced as part of the work of the government, there is another large group of publications which is created at government expense. These publications are typically called "research reports" or "technical reports" and are produced by private companies, universities, and other bodies which receive government research grants. Many of these reports are classified. Those that are not classified are made available to the public through the National Technical Information Service. Government Reports Announcements and Index, which is published twice a month, contains abstracts of unclassified research reports arranged in broad subject categories. There are author, title, subject, and report-number indexes.

2. STATE DOCUMENTS

As a depository of California publications, the Government Publications Department receives most of the important documents produced by the state of California. Documents collected from the other states are primarily directories of government organizations and personnel and publications which provide statistical information. The two tools listed below assist the researcher in identifying state documents.

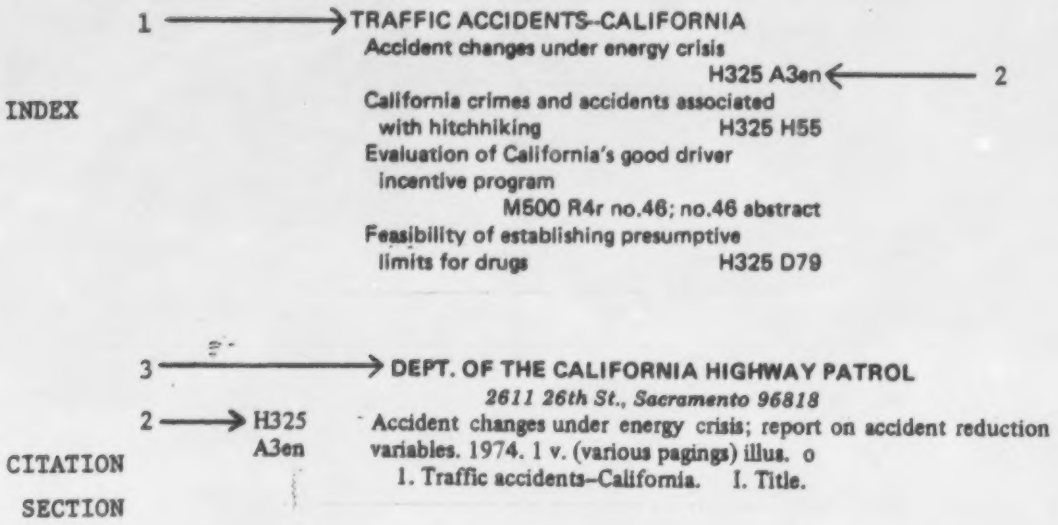
U.S. Library of Congress. Monthly Checklist of State Publications. v.1- Washington: G.P.O., 1910-date.

Arranged by state and then by agency, this publication lists only documents reported to the Library of Congress by the states. The subject index is published annually. The subject index indicates the item number for the appropriate entry.


Privacy, Right of, 1742, 4612, 5733, 12841, 18541, 18827
—Illinois, 13311
—Indiana, 13450
—Massachusetts, 5717
—Minnesota, 8974
—Utah, 8108
—Virginia, 12648, 18306
—Wyoming, 9696
INDEX
Entry number
- 13310 -
GENERAL ASSEMBLY. Senate. Journal. Jan. 8/ May 23, 1975. [Springfield] 3 v. 50-23134
- 13311 -
GOVERNOR'S COMMISSION ON INDIVIDUAL LIBERTY AND PERSONAL PRIVACY. Final report. [Chicago] 1976. 136 p. 76-623276
CITATION SECTION
- 13312 -
GOVERNOR'S OFFICE OF HUMAN RESOURCES. America at the confluence; a report of an investigation to determine the feasibility for outdoor river based drama in the three southernmost counties of Illinois, prepared by Boyd B. Butler and Christian Moe. [Springfield] 1973. ix, 270 p. illus. 76-623235

California. State Library. California State Publications. 1945-date.

Although incomplete, this is the only index to California publications available. It is published monthly and cumulated annually. The citation section is arranged by State Library call numbers which indicate the issuing agencies. The illustration below shows how the subject index is used to identify publications on a specific topic.


1
TRAFFIC ACCIDENTS-CALIFORNIA
Accident changes under energy crisis
H325 A3en
2
INDEX
California crimes and accidents associated with hitchhiking H325 H55
Evaluation of California's good driver incentive program
M500 R4r no.46; no.46 abstract
Feasibility of establishing presumptive limits for drugs H325 D79
3
DEPT. OF THE CALIFORNIA HIGHWAY PATROL
2611 26th St., Sacramento 96818
2
H325 A3en
Accident changes under energy crisis; report on accident reduction variables. 1974. 1 v. (various pagings) illus. o
1. Traffic accidents-California. I. Title.
CITATION SECTION

1. Subject heading
2. California State Library call number.
3. Issuing agency

3. COUNTY AND CITY DOCUMENTS

The Government Publications Department maintains a limited collection of documents from some local governmental bodies. The Index to Current Urban Documents is the only source for local documents of larger counties and cities in the United States and Canada. It is arranged by city or county, then by agency and title, and includes a subject index. Many of the social, economic and administrative materials found in this index are available on microfiche through interlibrary loan.

4. DOCUMENTS OF FOREIGN NATIONS

The Department's collections contain publications from many countries of the world. Included are a variety of statistical and parliamentary documents. Some countries, e.g., Great Britain and Canada, publish indexes similar to the Monthly Catalog of U.S. Government Publications.

5. DOCUMENTS OF INTERNATIONAL ORGANIZATIONS

While the United Nations holds a prominent position in this collection, other organizations such as the International Labor Office, the Organization for Economic Cooperation and Development, and other international bodies are represented. These documents provide important information on all phases of national and international life. Most international organizations produce some type of publications list. Two major indexes are the United Nations Documents Index (UNDEX) and International Bibliography, Information, Documentation (IBID).

B. SOURCES OF INFORMATION ABOUT GOVERNMENTS

Information about the United States government can be found in the three essential sources listed below:

U.S. Office of the Federal Register. United States Government Manual.

An annual guide to the organization and activities of the U.S. government. Detailed subject and name indexes. Gives names of important officials, and addresses and telephone numbers of principal and regional offices.

U.S. Congress. Congressional Directory.

A compendium of information relating to Congress, including biographical information on members of Congress and listings of committee memberships and committee staffs. Also includes information on other government bodies and officials, and on foreign diplomatic and consular representatives in the U.S.

Weekly Compilation of Presidential Documents.

Weekly reprinting of all official statements of the President: nominations, appointments of commissions, foreign-policy statements, messages to Congress, executive orders and proclamations, etc. Indexed by name and subject. Quarterly and annual cumulations.

Information about state governments can be found in works such as:

California Journal. 1970-date.

Concise, nonpartisan background and analysis. Annual subject index.

State Blue Books.

Most states publish annuals, traditionally called Blue Books. These contain biographical information on important officials, information on state government organization, and various kinds of statistics on population, election returns, etc.

To find information on foreign governments, it is helpful to look at the yearbooks published by many countries. These yearbooks emphasize narrative descriptions of the country, its governmental organization and activities, the people, trade, industry, history, etc. Statistical data are frequently included. Like the state Blue Books, foreign yearbooks are a good place to start looking for summary or background information.

An essential work for obtaining information about the United Nations is the U.N. Yearbook, a summary of activities of the United Nations, arranged by topic. Discussion is followed by documentary references, sometimes including voting records and texts of significant resolutions.

C. DOCUMENTS AS STATISTICAL SOURCES

The researcher often needs to find information in statistical form to answer such questions as: What has been the birthrate in California for the last ten years? How many people in the United States have graduated from college? How much land is there in Great Britain and how much of that land is covered by cities and how much by farms? How does Japan compare with other countries on several basic economic indicators? Governments gather information on these and many other questions. There are some agencies in the federal, state, and local governments which have the gathering of statistical information as their primary responsibility. The following indexes will help you find many of the most useful government statistics.

For United States statistics, consult:

U.S. Bureau of the Census. Statistical Abstract.

Annual volume of selected statistics on all subjects. Detailed subject index. Sources noted for each table which are useful when more detailed data on the same subject is needed.

U.S. Bureau of the Census. Congressional District Data Book.

Economic and social data (population, housing, business activity) derived from the censuses and other government statistics and organized here by U.S. Congressional districts.

U.S. Bureau of the Census. County and City Data Book.

Similar to the item above, but data are given for counties and cities.

U.S. Bureau of the Census. Census Reports.

A census of population has been taken every ten years since 1790. These census records provide the most complete survey and authoritative source for basic data on the U.S. populations. In addition to the population and housing censuses, other censuses are taken every five years (Agriculture, Government, Retail Trade, Wholesale Trade, Manufacturers, Construction Industries, Transportation, Mineral Industries, and Selected Service Industries).

American Statistics Index. 1973-date.

ASI indexes and abstracts statistical information contained in U.S. government publications. Coverage is substantially complete only since 1973, but important documents issued since approximately 1960 are included. The abstract contains a citation to the original source document, a general description of its contents, and a specific description of tables and data included. Indexes by subject and title, as well as by categories such as geographic, economic, and demographic (e.g., sex or race).

For statistics on the State of California, examine:

California. Budget Division. California Statistical Abstract.

A compilation of general data for the state, some from U.S. census sources. Covers social and economic statistics and is particularly useful for statistics on counties and those derived from state activities such as highway and irrigation projects, law enforcement, taxation, and elections.

Two useful sources for international statistics are listed here:

United Nations. Statistical Office. Statistical Yearbook.

Annual compilation of summary world statistics, as reported by governments, on population, agriculture, industry, internal and external

trade, transport, finance and national accounts. Arranged by subject, with sub-arrangement by continent, then by country. The only source for many countries which do not publish statistical abstracts.

Unesco. Statistical Yearbook.

Annual compilation, based on information supplied by governments, of statistics on education, personnel and expenditure in science and technology, and cultural information and activities including book production, newspapers, film, radio, and television.

Foreign statistical abstracts for individual countries are similar to the one for the United States in that they are compendia of data on many aspects of the country. The UCR libraries have statistical abstracts from many countries, and some of the abstracts are in foreign languages. The data will be more detailed than that found in the United Nations yearbooks. For example:

Great Britain. Central Statistical Office. Annual Abstract of Statistics.

Major chapter divisions: Area and Climate, Population and Vital Statistics, Social Conditions, Education, Labor, Production, Transport and Communication, Distributive Trades and Services, External Trade, Balance of Payments, National Income and Expenditure, Personal Income and Expenditure, Home Finance, Banking, and Insurance.

D. LEGISLATIVE PROCESS AND SOURCES

One of the most important functions of government is to consider legislation: to pass new laws, to amend old ones, to define government operations, to appropriate money, and so on. Many useful documents are generated by the legislative process.

For the United States government, important publications include:

1. Bills and Resolutions introduced by members of Congress.
2. Transcripts of Congressional committee hearings.
3. Committee reports and special studies.
4. Debates and voting records in the Senate and House of Representatives (included in the Congressional Record).
5. The texts of laws (included in the United States Statutes at Large, compiled chronologically, and in the United States Code--a broad subject arrangement of laws currently in force).

Documentation of the legislative process in California is not as extensive as that of the federal government, but it includes:

1. Bills and Resolutions
2. Journals of the Senate and Assembly
3. Statutes and Codes similar to those of the federal government.

Given the large volume of legislation proposed and enacted in this country, it can be difficult to find a particular law or all of the publications relevant to its consideration. However, in addition to the general government-publication catalogs mentioned earlier in this chapter, a number of specialized indexes and finding aids are available to make the job easier. Again, consult with the staff of the Government Publications Department for assistance.

CHAPTER VIII. MAPS AND MICROFORMS

A. MAPS AND ATLASES

Very often research can be enriched by examining maps and atlases. In studying a question of events or influences in history, political science, the natural sciences, or literature and the arts, you will find that referring to various maps and atlases may clarify events and influences for you. In addition, you may find that various maps and atlases allow you to carefully analyze influences and interactions of groups in a geographical area so that you might add original insight to a research paper or study.

There are maps to illustrate a wide range of data from world elevations to distribution of population, plants, or religious sects. Historical maps illustrate various conditions of earlier times. How did the contour of the land affect the development of city-states in early Italy or ancient Greece? What might have contributed to the distribution of various languages throughout the world? What were the demographic conditions of Dickens' England and how did they influence his writing? As you become more aware of the many and diverse kinds of maps available, you will see that study of an appropriate map can often contribute greatly to your research.

Libraries vary in the extent of their holdings of maps and atlases, as well as in their organization of the map collection. The UCR map collection is located on the fourth floor of the General Library in the Government Publications Department. Assistance in using this collection is provided by the Government Publications staff. The collection includes:

1. Topographic and general maps, including folded road maps, for almost every country in the world with emphasis on California, the western United States, and Mexico.
2. Thematic maps with the exception of large-scale geologic maps.

3. Maps of major foreign, U.S., and California cities.
4. Maps of the San Bernardino-Riverside area.
5. General and thematic atlases of the world.
6. Official national atlases.
7. State and provincial atlases.
8. City and local area atlases.
9. Facsimiles of early atlases.
10. Gazetteers, dictionaries, and other reference materials.

Access to the map collection is accomplished in a variety of ways. For some major map series, e.g., the U.S. Geological Survey topographic sheets and maps of the U.S. Defense Mapping Agency, it is best to locate each item by using the map indexes published with the series. Access to the general collection is via the map card catalog in the map collection. The approach is geographical, subdivided by subject as necessary. In most cases, the best approach to use in searching for a map of an area is to progress from specific to general. Determine as specifically as possible the area for which you are looking and check to see if it is represented in the catalog. If you find nothing, go on to the next larger geographic entity; if again you find nothing, continue to the next larger. The staff of the Government Publications Department will assist researchers in the use of the indexes and catalogs and in retrieving maps at UCR and identifying maps elsewhere.

Much of the map and atlas collection is arranged according to the Library of Congress G classification schedule:

SUMMARY

	Atlases	Maps
World	G1001	G3200
United States	G1200	G3700
California	G1525	G4360
Latin America	G1540	G4400
Europe	G1791	G5700
Asia	G2200	G7400
Africa	G2450	G8200
Australia	G2740	G8950
Oceania	G2800	G9100

Other map collections at UCR include:

Geologic maps:
Physical Sciences Library

General atlases:
Reference Department, General Library
Bio-Agricultural Library
Physical Sciences Library

B. MICROFORMS

Most modern libraries are continually increasing their collections of microforms, that is, formats on which printed copy is photographed greatly reduced in size. With the current explosion in the world's information and the resulting increase in published materials available, libraries are looking to microforms as a format that takes less storage space than conventional books, will endure longer than most paper copies, and costs less than the same publication in paper copy.

An additional impetus for libraries to increase their microform collections is that some original materials are so rare or even unique that only a limited number of researchers are able to make use of the original. If the work can be photographed on microform, the intellectual contents can receive much wider distribution. Libraries, institutions, or individuals throughout the world can then have access to both the intellectual content and the format of the original. In a few instances materials are released only in microcopy, and in such a case, if the library wants to own the material, purchase of the microcopy is the only avenue available.

For these major reasons--preservation, storage, cost, and availability of materials--libraries are acquiring numerous microform collections and are encouraging researchers to use them. Becoming familiar with various microform collections in the library can increase your research facility.

UCR has materials in the four most popular formats:

microfiche (4" x 6" transparent cards)
microfilm (transparent reels)
microcard (3" x 5" opaque cards)
microprint (5" x 8" opaque cards)

The various collections of microforms and the machines necessary for their use are located in the General Library (in the Serials Department, the Microform Reading Room, and the Government Publications Department) and in the science libraries. There are also facilities for making paper copies of all microform items, and if you wish to use this service ask at the Reference Desk for the nearest location.

1. COLLECTIONS

There are a number of heavily used sets of microforms in the library, and we will discuss only a few here.

Educational Resources Information Center (ERIC)

ERIC is an acronym for the Educational Resources Information Center established in 1964 under the auspices of the U.S. Office of Education. ERIC is a national information system or data base which acquires and disseminates educational research results, research-related materials, and other resource information.

One of the publications emanating from the ERIC network--Resources in Education--provides access to report literature in education, omitting the large amount of material published in periodicals. The material indexed in Resources in Education is available in the extensive ERIC microfiche collection shelved in the Government Publications Department.

Human Relations Area Files (HRAF)

Anthropological researchers maintain this microfiche file of cultural and natural information about the peoples of the world. Individual items are not cataloged in the main card catalog, however the set is well-indexed in the Outline of World Cultures and the Outline of Cultural Materials. The HRAF microfiche collection is shelved in the Serials Department. Students doing research in anthropology should ask at the Serials Desk for assistance in using the files.

Early American Imprints

The ultimate goal of Early American Imprints is to include a copy of every book, newspaper, broadside, or pamphlet printed in the American colonies or the United States between 1639 and 1830. Evan's American Bibliography indexes items from 1639 to 1800; R. R. Shaw's American Bibliography indexes items from 1801 to 1819. The unfinished remainder of the set will be indexed in Richard Shoemaker's Checklist of American Imprints.

In your work you will find additional useful sets, possibly including American Church Records, 1800-1978, American Culture Series, Early English Books, 1475-1700, or various government documents such as the British Sessional papers. For many of the government documents on microform in the Government Publications Department, indexes are available in that department.

2. NEWSPAPERS ON MICROFILM

As was discussed in Chapter IV, newspapers are excellent sources for providing up-to-date information on current events, or contemporary accounts and interpretations of events in the past.

Because most newspapers are bulky, hard to bind and shelve, and printed on poor-quality paper that deteriorates relatively quickly, most libraries purchase on microfilm newspapers intended for research. Some current popular newspapers for daily reading will usually still be purchased in paper copy, but the library may also purchase a second copy for long-term storage. UCR has microfilm collections of numerous important newspapers which run the gamut from foreign newspapers, such as Le Monde of Paris and Pravda of Moscow, and from major domestic newspapers, such as the New York Times and Wall Street Journal, to newspapers of smaller municipalities, such as the Press of Riverside.

The newspaper indexes discussed in Chapter IV access a number of the newspapers, and the special tool Newspapers in the UCR Library includes a section organized by location. In this tool you can look under a country, or under a state within the United States, to try to find a newspaper from a location you are studying.

In conclusion, as you become more familiar with the microform collections, as well as with the numerous other collections and tools discussed in this text, you will find that the intelligent use of the library will contribute substantially to the successful resolution of your questions and research projects.

APPENDIX. GLOSSARY OF LIBRARY TERMS

A selection of terms used in library work is presented below with brief definitions of the meaning most often intended. A number of these definitions draw from the two works cited here:

The American Heritage Dictionary of the English Language. Edited by William Morris. New college ed. Boston: Houghton Mifflin, 1976.

American Library Association, Committee on Library Technology. A.L.A. Glossary of Library Terms, with a Selection of Terms in Related Fields. Chicago: American Library Association, 1943.

Abstract

A brief summary of the important points of a book or periodical article.

Added Entry

A heading, other than the main entry, by which a work is entered in a catalog. Cf. Main Entry. Multiple authors, editors, title, subjects, or series, for example, may be designated as added entries.

Almanac

A collection of miscellaneous facts and statistical information published annually.

Annotation

A note that explains or evaluates the contents of a literary work.

Appendix

A collection of supplementary information at the end of a book which, although adding to the text, is not essential to the completeness of a book.

Atlas

A collection of maps, tables, charts, or plates published in book form. An atlas may be published independently or it may accompany one or more volumes of text.

Author, Editor, or Compiler

The name of the individual, individuals, or corporate body responsible for the preparation of a book's content.

Author-Title Catalog

An alphabetical listing of entries by author, by title, and by added entries other than subjects.

Bibliography

A list of books or other publications systematically arranged. A bibliography may be a list of the writings of a specific author, of the works of a specific publisher, or of sources of information on a specific subject. Individual entries in a bibliography should be presented in a consistent form. This form is discussed in a number of writing style manuals.

Biography

A written account or history of a person's life.

Book Catalog

A list printed in book form of books and materials in a library collection.

Book Number

The second part of a call number which uniquely identifies a library item, usually by employing a set of characters which indicates author, title, copyright date, and/or volume number.

Call Number

The combination of characters (numbers or letters and numbers) which identifies an individual item in a library. The first section of characters identifies the subject of the work and the last section of characters identifies the individual item (usually signifying author, title, copyright date, and/or volume number). Items are shelved in a library by this call number.

Card Catalog

A listing of materials owned by a library for which a separate card is made for each individual item. The cards are arranged in alphabetical order by author, subject, title, or other heading.

Catalog Card

One of the cards in the card catalog.

Citation

A reference to a work providing identifying information of that work (such as author, title, publisher, date, etc.).

Classification Number

The first part of a call number which identifies the subject of the work.

Collation

That portion of the catalog card which describes the material aspects of a book enumerating volumes, pagination, size, illustrations, etc.

Compiler

See Author, Editor, or Compiler.

Corporate Body

An organization or group of persons associated together as a unit that acts as an entity. This includes any association, business firm, government agency or institution, e.g., the Sierra Club or the U.S. Department of Agriculture.

Copyright Date

The date usually found on the verso or reverse side of the title page indicating when the ownership rights of the contents were established. Additional dates may indicate the years of revision or copyright renewal.

Cross Reference

An indicator used to direct a reader elsewhere for information.

Dewey Decimal Classification System

A numerical system devised by Melvil Dewey which organizes knowledge into ten major categories.

Dictionary Catalog

A catalog in which all entries--author, title, subjects, series, related references, etc.--are arranged in a single alphabet.

Divided Catalog

A catalog separated into two or more units, such as into an author-title catalog and a subject catalog.

Edition

All the copies of a publication printed from a single type setting or other form of reproduction. A change in the text indicates a new edition.

Editor

See Author, Editor, or Compiler.

Entry

An item included or inserted in a card catalog, list, or other record.

Form Subdivision

A division of a subject heading indicating form, type, or arrangement of information in books, such as "dictionaries" or "periodicals."

Gazetteer

A geographical dictionary in which names of places with their descriptions are usually arranged alphabetically.

Glossary

A list of terms with definitions.

Government Document or Publication

Any publication of a governmental agency whether city, state, national, or international.

Heading

A word or words at the head of a chapter, paragraph, or section of text. In cataloging, the word or words are placed at the head of an entry to emphasize a particular aspect of a work (author, subject, series, title, etc.). In using headings for filing, related material is thereby brought together.

Imprint

The date and place of publication and the name of the publisher of a work.

Index

A list or compilation that guides, points out, or otherwise facilitates reference. This may be an alphabetical or classed list which refers by partial or complete citation to the contents of books, periodicals, plays, essays, criticisms, etc.

Interlibrary Loan

An arrangement whereby libraries borrow materials from other libraries for the use of their own patrons.

Library of Congress Classification System

A system of classification for books developed by the Library of Congress which uses a combination of letters and numerals to provide for fine subdivisions of knowledge.

Microforms

Greatly reduced photographs of printed material. "Microfilm" means rolls, "microfiche" means 4" x 6" sheets, "microcard" means 3" x 5" cards, and "microprint" means 5" x 8" cards. There is equipment available to read each kind of microform.

Monographic Series

A succession of books or pamphlets each of which is usually written by a different author, deals with a specific subject, and may have a unique title. There is usually a more general, common title for the entire series.

Period Subdivision

The division of a subject heading into smaller parts to indicate the interval of time treated or the period during which the work appeared. Also called "time subdivision" and "chronological subdivision."

Periodical

A publication issued in successive parts and at regular intervals, each issue of which normally contains separate articles by several authors. A general term applying to magazines and journals.

Pseudonym

A fictitious name.

Publication Date

The year in which a book is issued for public distribution or sale, or the more specific date when a periodical is issued for public distribution. In a book, this date is usually found on the title page and can be compared to the copyright date to determine if the material is recent.

Reference Book

A work to be consulted for specific items of information or for citations to information sources. The arrangement of the book and treatment of the material facilitate quick consultation.

Serial

A publication issued in separate parts, usually at regular intervals. Includes periodicals, annual reports, the published proceedings of conferences, and newspapers.

Series

See Monographic Series.

Shelf List

A record arranged by call number of the items in a library. Therefore, the records are in the order in which the materials would stand on the shelf.

Stacks

A series of bookcases, usually double-faced, arranged in a room or in a section of a library for storage of the main book collection.

Subject Catalog

A listing of materials by subject heading only.

Subject Heading

A word or phrase placed at the head of a text (or catalog card) which indicates subject content. Under the subject heading, items (books, periodical articles, etc.) on the same or similar topics will be found in a catalog, index, or bibliography.

Table of Contents

A list of sections, chapters, or other parts of a book or report with indication of the pages on which each section begins. The table of contents serves as an outline of the book's contents and is usually located at the beginning of the work.

Title Entry

The listing of a work by title in a catalog or a bibliography. In a card catalog, a title entry may be a main entry or an added entry, and alphabetical arrangement usually begins with the first word in the title which is not an article.

Tracing

A record at the end of a catalog card, indicating all of the headings (in addition to the main entry) under which the work is entered in the card catalog.

Union Catalog

An author, title, or subject catalog of the books and/or serials held by a group of libraries.

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